

Register now. Classes fill quickly and space is limited.

Take steps now to strengthen your ability to handle a wide-range of HR challenges. Both you and your employer will benefit from the knowledge and skills gained from the SHRM Essentials of Human Resource Management Certificate Program.

It's easy to register:

Online: Visit our Web site at www.TampaTraining.com.

By Phone: Call (813) 259—6010. Credit card registrations only.

By Mail: Complete the registration form (or photocopy) and send it with a check, copy of purchase order, or credit card information. Make checks payable to (name) and mail it to (address).

Name _____
Title _____
Organization _____
Address _____
City _____ State _____ Zip _____
Home phone _____
Business phone _____
Fax _____
E-mail _____
SHRM member number (optional) _____

Method of Payment

- Check enclosed. (Make checks payable to The Corporate Training Center @ HCC)
- P.O. # _____ (Copy of P.O. required)
- Credit Card: Visa MasterCard
Account # _____
Cardholder name _____
Signature _____

Registration deadline is 4/13/08 for upcoming sessions. For more information, contact Brandi Ancrum by calling (813) 259—6514 or sending an e-mail message to bancrum1@hccfl.edu.

ABOUT US

The Corporate Training Center @ HCC (TCTC @ HCC) – foremost training and business solutions provider - offers result-driven performance improvement solutions and conference resources to businesses, organizations and individuals. TCTC @ HCC offers a broad selection of programs, using flexible learning platforms and state-of-the-art technology.

We are an eclectic mix of professionals who combine extensive experience in adult learning and professional development with boundless creativity. The staff has created the resources, professional development and enhancement programs that you need to improve your knowledge and/or job performance.

CONVENIENT CLASSES FOR BUSY PROFESSIONALS WITH FULL SCHEDULES

COURSE OFFERINGS

Wednesdays
Sept 2nd—Sept 30th 2009
6:00 PM – 9:00 PM

The Corporate Training Center @ HCC
39 Columbia Drive
Tampa, FL 33606

Fridays
Nov 6th— Nov 11th
8:30 AM- 4:30 PM

HCC-Plant City
1206 North Park Road,
Plant City 33563

The Corporate Training Center @ HCC
39 Columbia Drive
Tampa, FL 33606

www.TampaTraining.com

Enroll in this introductory course that covers today's most vital and timely HR topics.



IN PARTNERSHIP WITH



Learn Essential HR Skills

SHRM® Essentials of Human Resource Management Certificate Program

Dates Offered:

Sept 2—Sept 30, 2009
Nov 6 — Nov 11, 2009

Advance your HR knowledge and effectiveness

Improve your ability to handle challenging HR issues.



If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the basics of HR can improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. Completing this course will arm you with practical skills you can immediately apply to your own situation.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. You will also learn key information to keep you on track with compliance issues.

THE BENEFITS OF TAKING THIS COURSE

This course is specifically designed to challenge you and provide the skills you need to confidently face today's complex HR situations. You'll also get the added benefit of:

- A structured classroom environment that enhances learning and helps you stay on track.
- Shared experiences of your instructor and peers.
- Learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues.
- Training close to home that saves on travel expenses.
- Receiving a Certificate of Completion from The Corporate Training Center at Hillsborough Community College.
- The opportunity to earn 1.5 continuing education units (CEUs).

WHO SHOULD TAKE THIS COURSE?

This program is designed for entry-level HR professionals, small business owners and managers responsible for the HR function in their companies and people looking into HR as a career-change possibility.

These are typical job titles of students who've completed the program:

- HR specialist
- Office manager
- Small business owner
- HR administrator
- HR generalist
- Administrative assistant
- Department managers
- Supervisors

SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

This course provides important knowledge and skills you can use immediately in your day-to-day job:

ONE: Resource Management

Gain a clear understanding of the HR function

TWO: Employment Law

Enhance your ability to apply key HR legislation

THREE: Recruitment and Selection

Gain important skills for selecting employees

FOUR: Compensation and Benefits

Learn the key elements of a total compensation system

FIVE: Employee Development

Gain an understanding of orientation, development and training

SIX: Performance Management

Discover the purpose and process for performance appraisals

You will receive a Participant's Activities Book and a Participant's Reference Book.



DESIGNED TO LAUNCH YOUR CAREER AND INCREASE YOUR HR EFFECTIVENESS. DESIGNED TO DELIVER RESULTS.

SHRM is the world's largest association devoted to human resource management, with more than 225,000 members. SHRM educational programs are developed according to the highest quality standards and are continually updated to reflect changes in legislation and HR polices.