

# Professional Certification Human Resources Management



For further information contact:

## CARIBBEAN POLYTECHNIC INSTITUTE

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**Begin** expanding and enhancing your professional and personal skills with Element K online courses. These courses are aimed at providing managers and human resource professionals and interests with the skills and strategies to optimize performance and increase employee satisfaction.

### How you will benefit:

- Gain knowledge of current employment laws and its provisions for employees
- Understand and manage labor and employee relations issues
- Effectively recruit and select people who fit the organization
- Identify employee development needs
- Implement new training development tools and techniques
- Develop and present training
- Effectively manage talent in the workplace

### Who should subscribe:

- Anyone interested in entering the field of HRM
- Current HR specialists or professionals who want to update their knowledge and skills
- Managers or supervisors who want a better understanding of particular HR topics
- Training departments and educational institutions who wish to add value to their existing training and educational programmes

### About Element K

With nearly 30 years in training and development, Element K provides learning solutions that enable organizations to develop employees, support partners, and educate customers.

Element K build client learning programs using a broad collection of e-Learning, e-Reference, classroom materials, and blended learning solutions that drive business results. Our online courses range from business skills, to workplace compliance and IT training. For proprietary learning needs, Element K partners with clients to design and develop custom learning programs. For more information about element K go to [www.elementk.com](http://www.elementk.com)

### Accreditation:

**Note:** Gain CEU and HRCI credits.

Element K is pleased to be recognized as an Approved Provider by IACET and HR Certification Institute. (If you are a PHR or SPHR through HRCI you apply your credits towards recertification.

# Courses in the Curriculum

## HR Optimization

Managing Employees  
Communicating Effectively  
Creating Development Plans  
Basics of eCommunication

## Labour Unions and Employee Relations

The Ethical Dilemma  
Diversity Awareness in the Workplace  
Labor Unions in the Workplace: Working with Labor Unions  
Overview of the Family Medical Leave Act (FMLA)  
Discharging Employees  
Disciplining and Redirecting Employees  
Downsizing  
Mastering Key Retention Strategies

## Recruiting and Selecting

Hiring Outstanding Teams: Attracting the Right Candidates  
Hiring Outstanding Teams: Behavioral Interviews and Other Techniques  
Hiring Outstanding Teams: Integrating New Team Members  
Hiring Top Performers: Concluding the Hiring Process  
Hiring Top Performers: Handling Interviews  
Hiring Top Performers: Initiating the Hiring Process  
Recruiting the Workforce of the Future 1: Profiling the Employee of the Future  
Recruiting the Workforce of the Future 2: Developing a Compelling Recruiting Message  
Recruiting the Workforce of the Future 3: Planning Your Recruiting Campaign  
Recruiting the Workforce of the Future 4: Selecting the Right Employee



## Strategic Talent Management

The Strategic Development of Talent 1: Creating a Strategic Development Plan  
The Strategic Development of Talent 2: Choosing a Development Strategy  
The Strategic Development of Talent 3: Developing a Learning Organization

## Performance Management and Training

*Employee Performance Management : Identifying Employee Development Needs*  
*Conducting Performance Reviews*  
Setting Performance Goals and Expectations  
Presenting Successful Training for Non-Training Professionals  
Developing Successful Training for Non-Training Professionals  
Setting Performance Goals and Expectations

## Collection Features:

**Rich, Engaging Content**—Realistic photos, activities, and graphics engage the student as they learn and develop critical business and professional development skills.



**Business Simulations**—integrated into the learning process, each course provides realistic, real-world branching scenarios where students apply concepts and practice what they have learned

## Online Books Include:

- Strategic Development of Talent
- Developing and Presenting Successful Training for Non-Training Professionals
- Recruiting the Workforce of the Future
- Hiring Outstanding Teams
- Hiring Top Performers

## Duration:

Over 40 hours of training combined; all online students have 1 year to complete their programme

**Cost: \$35,000.00**

(Group rates are available for organisations and educational institutions.)

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