

## HUMAN RESOURCES CERTIFICATE

Gain valuable skills to advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, perform various human resource functions within your organization but have no formal training, this certificate program may help you meet your goals. Each course is a complete learning experience and may be taken individually.

To qualify for the Middlesex College Human Resources Certificate of Completion, you must complete the Eight (8) required courses.

**Discount Cost: \$987 (save \$333)** for students who enroll with payment for all eight courses.

### HUMAN RESOURCE COURSES

#### Human Resources Management CEU 0.6 (IN-PERSON)

Learn how current issues affect the human resources manager role in hiring, training, development, employment relations, and compensation practices.

\$165 (Tuition \$140 + general fee \$25)

CBHR 735-60 Sa 4/22 9 a.m.-4 p.m. (1 hour break)

#### Employment Relations CEU 0.6 (IN-PERSON)

Create a positive working environment to maximize productivity and remain competitive!

\$165 (Tuition \$140 + general fee \$25)

CBHR 737-60 Sa 4/29 9 a.m.-4 p.m. (1 hour break)

#### Compensation: Salary and Benefits CEU 0.6 (IN-PERSON)

Become familiar with cost containment strategies, federal/state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment, worker compensation issues, and changing trends in benefits and laws, i.e. COBRA and Family Leave.

\$165 (Tuition \$140 + general fee \$25)

CBHR 739-60 Sa 5/6 9 a.m.-4 p.m. (1 hour break)

#### Training and Development CEU 0.6 (IN-PERSON)

Learn basics of a sound training and development plan, principles of adult learning, the trainer role and how to assess training needs, define objectives, and create and evaluate programs.

\$165 (Tuition \$140 + general fee \$25)

CBHR 738-63 Sa 5/13 9 a.m.-4 p.m. (1 hour break)

#### Recruiting and Selecting: Hire Right the First Time CEU 0.6 (IN-PERSON)

Learn and practice good interviewing and recruiting techniques to get the best candidate for a position. Bring sample job descriptions for a workshop exercise.

\$165 (Tuition \$140 + general fee \$25)

CBHR 724-60 Sa 5/20 9 a.m.-4 p.m. (1 hour break)

#### A Toolbox to Retain Valuable Employees CEU 0.6 (IN-PERSON)

Become familiar with the why and how of employee attrition to retain valuable employees.

\$165 (Tuition \$140 + general fee \$25)

CBEL 909-16 Sa 6/3 9 a.m.-4 p.m. (1 hour break)

#### Managing Difficult People and Situations CEU 0.6 (IN-PERSON)

Learn to build trust and confidence with difficult people, whether it is a boss, co-worker, employee, or customer, and manage difficulty by changing conflict into a constructive force.

\$165 (Tuition \$140 + general fee \$25)

CBEL 758-57 S 6/10 9 a.m.-4 p.m. (1 hour break)

#### Employment Law CEU 0.6 (ONLINE)

Learn about legal rights and responsibilities of employers and employees and how to deal with issues concerning discrimination, sexual harassment, day-to-day implications of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.

\$165 (Tuition \$140 + general fee \$25)

CBEL 901-18 Sa 6/17 9 a.m.-4 p.m. (1 hour break)



## MANAGEMENT CERTIFICATE

If you are being asked to manage, supervise or lead a team, or want to refine your management skills, have no formal supervisory training, are about to be promoted, or are just thinking about management as a career path, this program is for you. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

To qualify for the Middlesex College Management Certificate of Completion, you must complete eight (8) courses:

- Six required courses and
- Two courses from the Human Resource Certificate Program or the Meeting and Planning Event Planning Certificate Program (one from each or two from either for a total of two)

**Discount Cost: \$987 (save \$333)** for students who enroll with payment for all eight courses.

### MANAGEMENT CERTIFICATE COURSES

#### The Role of the Manager CEU 0.6 (IN-PERSON)

The key to managerial success – how to achieve positive results from your staff or team – is the highlight of this foundational course. Learn to identify your management style, its effect on others and how to adapt your style as necessary. Exercises and discussion will reinforce critical administrative roles and responsibilities – planning, organizing, controlling, motivating and leading.

\$165 (Tuition \$140 + general fee \$25)

CBMA 706-25 Sa 3/4 9 a.m.-4 p.m. (1 hour break)

#### The Planning Process CEU 0.6 (IN-PERSON)

The ability to successfully plan and manage new and ongoing projects is at the core of a manager's responsibilities. Some steps in the process are intuitive, while others are more complex and require extra time and resources. Through activities and discussion, learn about the typical phases in the planning process and guidelines to ensure that the planning and implementation of a project are both successful.

\$165 (Tuition \$140 + general fee \$25)

CBMA 711-15 Sa 3/11 9 a.m.-4 p.m. (1 hour break)

#### Effective Communication CEU 0.6 (IN-PERSON)

Communication is not just about speaking; it is about listening and understanding what others are saying, as well as knowing how to bridge communication gaps that often detract from meeting goals and objectives. The most successful managers, supervisors and team leaders are excellent communicators. They know how to motivate, empower and influence to facilitate the desired workplace outcomes.

\$165 (Tuition \$140 + general fee \$25)

CBMA 709-27 Sa 3/18 9 a.m.-4 p.m. (1 hour break)

#### Managing Your Staff and Team CEU 0.6 (IN-PERSON)

Today's managers must be effective team builders in order to remain relevant. Through lecture and activities, learn strategies to transform a group into a team and maximize the potential of individuals. Practice techniques to build an environment that stimulates creativity, engages and sustains employee interest and commitment, uses conflict constructively, and is able to overcome resistance to change.

\$165 (Tuition \$140 + general fee \$25)

CBMA 712-15 Sa 3/25 9 a.m.-4 p.m. (1 hour break)

#### Key Human Resource Issues for Non-HR Managers CEU 0.6 (IN-PERSON)

In this practical and interactive session, learn how to identify and address employment issues that every manager should know about – racial bias and sexual harassment in the workplace, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and part-time hour maximums. Additional topics include hiring for success by using proven interviewing techniques and methods to coach and counsel employees and turn corrective action into a positive experience.

\$165 (Tuition \$140 + general fee \$25)

CBMA 713-15 Sa 4/1 9 a.m.-4 p.m. (1 hour break)

#### Financial Skills for Managers CEU 0.6 (IN-PERSON)

Do you wince when you hear terms like cash flow, balance sheet, depreciation and (worst of all) budgets? These are important concepts to understand if you are going to succeed as a supervisor in today's business world. Topics include understanding key reports, financial terms, the accounting cycle, budgeting basics, and debits and credits. By the time you complete this course, financial terms and concepts will no longer be as scary as they seem now.

\$165 (Tuition \$140 + general fee \$25)

CBEL 908-14 Sa 4/22 9 a.m.-4 p.m. (1 hour break)

