

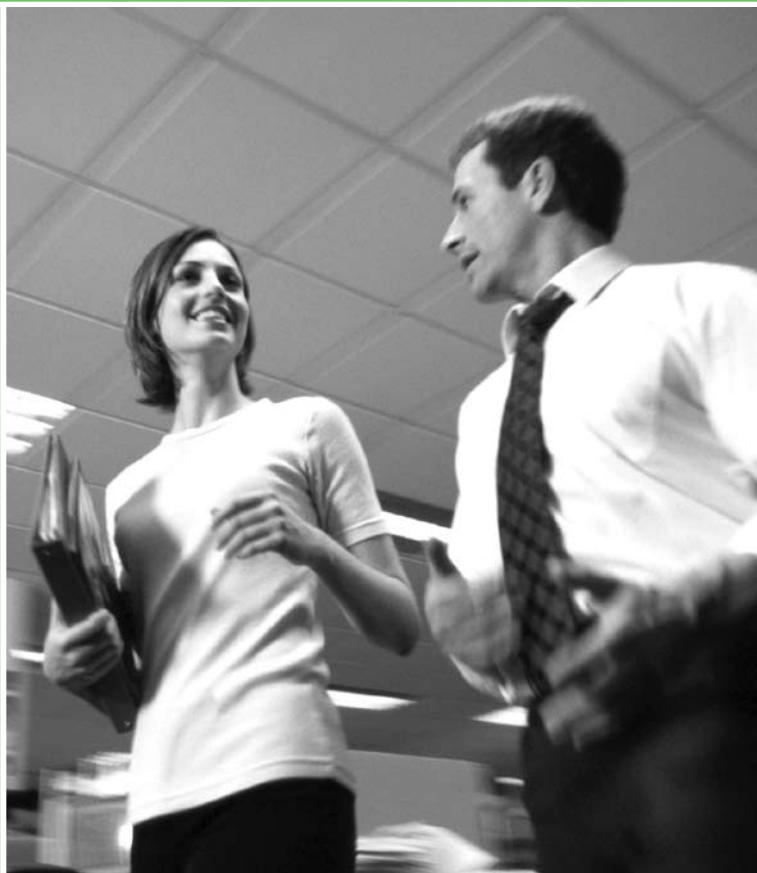


HUMAN
RESOURCES
EDUCATION &
TRAINING CENTER

SCHOOL OF LABOR & INDUSTRIAL RELATIONS

www.lir.msu.edu/hretc

CERTIFIED HUMAN RESOURCES SPECIALIST (CHRS)



CHRS 2009 CERTIFICATION COURSES

March 2-6	Plymouth, MI
May 4-8	Evanston, IL
June 15-19	Lansing, MI
August 24-28	Traverse City, MI
September 14-18	Grand Rapids, MI
October 26-30	Lansing, MI

MICHIGAN STATE
UNIVERSITY

BECOME A CERTIFIED HUMAN RESOURCES SPECIALIST (CHRS)

You have just been promoted to Human Resources. The challenge you now face is that you know little about human resources management (HRM). The laws, what does it mean to be a strategic partner, how to keep track of documentation, how to discipline employees, what are the best recruitment methods and how to determine compensation are but a few of the questions racing through your mind. The Certified Human Resources Specialist (CHRS) seminar has been specifically designed to provide you with the fundamental and broad knowledge of HR that you need to be successful as an HR professional. Space is limited. Register today!

WHO SHOULD ATTEND

The Certified Human Resources Specialist program is specially designed for newly-appointed HR professionals. The program is also appropriate for those who need a comprehensive refresher course or plan on joining the exciting and challenging field of human resources management.

BY PARTICIPATING IN THIS SEMINAR, YOU WILL

- Be able to comply with major employment and labor laws, both federal legislation and that of your state.
- Take a systems approach to human resource management by recognizing the interplay between various human resource, organizational and environmental factors.
- Ensure that HR strategies and activities drive organizational success.
- Use strategic and operational metrics to quantify the impact of HR activities.
- Build a strong professional HR network from a wide variety of industries and organizations.
- Take home an extensive set of reference materials and resources.

THE LEARNING ENVIRONMENT

To facilitate learning, attendance is limited to about 30 participants in each workshop. The relaxed class atmosphere fosters networking and the sharing of experiences. Participants will learn from each other and gain from the expertise and experience of the instructors. The workshop is designed to allow you to raise specific questions and obtain the answers you need.

WHY CERTIFY

Professional credentials are more important today than ever before. Earning your professional certification from MSU's School of Labor and Industrial Relations, one of the best and most respected Human Resources/Labor Relations Schools in the country, demonstrates mastery of content and commitment to the field of human resources management. Stay up to date in this ever-changing field through recertification. MSU's recertification program provides recognition and validation for lifelong learning and professional development in which HR professionals regularly engage.

THE CHRS CERTIFICATION

This national program covers the major elements of human resources and includes an evaluation procedure to certify its successful completion. Individuals who successfully complete the course and pass the required examination are recognized by Michigan State University's School of Labor and Industrial Relations as a Certified Human Resources Specialist. They are entitled to use the designation **CHRS** after their name.

EXAMINATIONS

Mastery of course content will be evaluated via an online examination. Participants will also be evaluated on their participation in various activities during the workshop. Certification is achieved by participating in the entire workshop and passing the certification examination.

COURSE SCHEDULE

MONDAY

Traditional & Strategic HR, Ethics Issues and Employment Law

HR Management: An Overview

You will learn the basic components of HR management and how they integrate with other organizational and environmental systems.

Employment Law & Ethics

Review employment laws focusing on anti-discrimination legislation. You will learn the basic principles of law, how each regulation applies to your organization and the interaction between state and federal employment laws. You will also explore ethical issues that HR professionals face and discuss HR ethical standards of conduct.

Recordkeeping and Reporting

In addition, you will gain an understanding of what documentation you need to enhance your organizational decision-making and ensure legal compliance. You will learn requirements and recommendations of record collection, maintenance and use, length of time to keep serious documents, and also when it is appropriate to destroy employment-related records. You will take back to your workplace an extensive, detailed reference manual containing relevant state and federal employment laws and recordkeeping checklists.

Topics Covered

- Introduction to Human Resources Management (HRM)
- Traditional and Strategic HRM
- Ethical Issues
- Recordkeeping and Reporting
- Employment Law
 - Title VII of the Civil Rights Act
 - Americans with Disabilities Act
 - Age Discrimination in Employment Act
 - Fair Labor Standards Act
 - Family Medical Leave Act
 - State Specific Anti-Discrimination Legislation

TUESDAY

Health, Safety & Security, Job Analysis and Compensation & Benefits

Health, Safety and Security in the Workplace

After a brief review of human resources and the law, we show you how to provide a safe and healthy work environment and why you should encourage employee wellness.

Job Analysis

Job analysis has a critical role as a building block of HR systems. You will learn how to gather information for job descriptions and identify the legal aspects involved in the job analysis process.

Compensation and Benefits

Examine the basics of compensation and benefits. This includes a discussion of the objectives of an effective compensation system, intrinsic and extrinsic rewards, mandated and voluntary benefits.

Topics Covered

- Employment Law Continued
- Workplace Health Issues and Health Promotion Levels
- Safety and Security Management
- Job Analysis: The Building Block of HR Systems
- Job Evaluation
- Compensation Approaches and Total Rewards
- Employee Benefits

WHAT PEOPLE ARE SAYING

"Enjoyed thoroughly and learned a great deal! Keep me posted on other related courses."

I. Lange, CHRS - June 2008

"Highly recommend it! Should have taken this course years ago."

W. Smith, CHRS - May 2008

"This is the first off-site training that I felt was worth every cent!"

J. Liss, CHRS - March 08

"I was able to benefit from this seminar as a new HR manager. This is information, networking and resources that prepare me to confidently assert myself in my profession."

T. Ellis, CHRS - February 08

WEDNESDAY

Staffing the Organization

Staffing & New Employee Orientation

Learn how to attract, select and retain new employees by practicing through a variety of recruitment and selection strategies and applications. You will also learn how to develop a new employee orientation program that helps your employees succeed.

Topics Covered

- Aligning Staffing to the Organization's Strategy
- Recruitment
- Selection
- Placement

THURSDAY

Training & Career Development and Performance Management & Appraisal

Employee Training and Career Development

You will learn how to develop effective training and development programs that meet your organizational and employees' needs.

Performance Management and Appraisal

Performance management and appraisal are essential tools for organizational and individual success. You will explore ways to ensure that employees are focused on accomplishing organizational goals, are behaviorally aligned with the direction of the organization, and are acting in line with the organizational values.

Topics Covered

- Principles of Adult Learning
- Training and Development
- Performance Management
- Appraisal Methods

FRIDAY

Employment Relations, Additional HR Metrics, and The Business Case for HR

Employment Relations

We cover the nuts and bolts of employee relations. You will be able to evaluate whether your disciplinary procedures respect your employees' rights by understanding appropriate union and management relations.

HR Metrics & The Business Case for HR

As an HR professional, you can and need to make a business case for well-developed HR practices. We will show you how. You will look at traditional HR metrics (e.g., hiring costs, training costs) and other very visible costs as well as more business-focused measurements such as ROI, asset utilization, and value stream management of the individual.

Topics Covered

- Employee Relations in Unionized and Non-Unionized Organizations
- Additional Metrics for Demonstrating HR Impact
- Business Case for HR

COURSE PARTICIPANTS HAVE COME FROM

The Kroger Company
Stop and Shop
Ice Mountain Spring Water
Detroit Police Department
UAW-GM Center for Human Resources
Oshkosh Truck Corporation
Wayne County Airport Authority
Nestle Purina PetCare
Flint Community Schools
Colgate-Palmolive

Little River Casino Resorts
Norwalk Furniture Corporation
Great Lakes Energy
Comcast
Lear Corporation
Saginaw Chippewa Tribal College
Independent Bank
Accident Fund Insurance Co. of America
Kaiser Permanente
BOSCH

THINGS YOU SHOULD KNOW WHEN REGISTERING

OVERNIGHT ACCOMMODATIONS

Overnight accommodations are not included in the seminar fee. MSU has arranged for a limited number of rooms at a special rate. For reservations, call the hotel listed for the seminar you will be attending and refer to the Michigan State University block. This special rate may be removed a month prior to the seminar so make your reservation early.

SPECIAL NEEDS ACCOMMODATIONS

Accommodations for people with disabilities or special dietary needs may be requested by calling us at (517) 355-9592. We will do all we can to accommodate you. It would be helpful if you would call at least three weeks before the program.

MSU'S FEDERAL ID NUMBER 38-6005984

- Payment does not have to accompany registration, but is due by the seminar date.
- Registrants will receive a combined confirmation letter and invoice.
- Certificates will be mailed out upon successful completion of the certification exam and seminar payment confirmation.

CANCELLATION POLICY

- Fourteen days or more prior to seminar: full refund
- Less than 14 days: \$350 cancellation fee
- Failure to attend without cancelling: no refund

MSU reserves the right to cancel programs when enrollment criteria are not met or for conditions beyond its control. Any additional costs incurred by the enrollee of cancelled programs are the responsibility of the enrollee.

GENERAL POLICIES

- Dress is business casual.
- Please, no audio or video recording.
- Days on which seminar topics are covered may vary.
- If you cannot attend upcoming scheduled seminars but would like to receive future mailings, fax the request to 517.432.0138 or e-mail Carrie Mejorado, Program Coordinator, at hretc@lir.msu.edu.

RECERTIFICATION

Initial certification is valid for a two-year period. Continuing certification after that requires evidence of continuing education in Human Resources or a related field. For more information please see our website (www.lir.msu.edu/hretc/recertification/index.php) or e-mail chrs@lir.msu.edu.

DISTANCE LEARNING

To learn more about HRetc webpresentations and online courses, please visit www.lir.msu.edu/hretc/distance/

CONTINUING EDUCATION CREDIT

Participation in this seminar earns continuing education credits towards recertification for the CLRS and CWCP programs sponsored by the School of Labor and Industrial Relations, and 32.5 credit hours towards PHR/SPHR recertification as authorized by the HR Certification Institute (HRCI).

OTHER PROGRAMS

Visit our website for information about other programs presented by HRetc (www.lir.msu.edu/hretc) and by the Workers' Compensation Center (www.lir.msu.edu/wcc) of the School of Labor and Industrial Relations at Michigan State University.

- Employment Law: Applications in Human Resources
- Skills for Success: A Management Development Program
- Certified Labor Relations Specialist
- Preparing for and Negotiating the Labor Contract
- Certified Workers' Compensation Professional
- Michigan Workers' Compensation Law for Union Leaders
- The Maze of Michigan Workers' Compensation Law



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To register, type or print into one form per attendee and send to the Human Resources Education and Training Center.

HUMAN RESOURCES EDUCATION & TRAINING CENTER

SCHOOL OF LABOR & INDUSTRIAL RELATIONS

ATTN: Carrie Mejorado

Michigan State University

423 South Kedzie Hall

East Lansing, MI 48824-1032

FAX: 517. 432. 0138

PHONE: (517) 355-9592

EMAIL: hretc@lir.msu.edu

WEB: www.lir.msu.edu/hretc

COURSE FEE \$1,995

Course fee includes continental breakfast and networking lunch each day.

Please check the course you will be attending and fill in your contact and payment information below.

March 2-6, 2009
The Inn at St. Johns
44045 Five Mile Road, Plymouth, MI
(734) 414-0600

May 4-8, 2009
Hilton Garden Inn Evanston
1818 Maple Avenue, Evanston, IL
(847) 475-6400

June 15-19, 2009
The James B. Henry Center for Executive
Development
3535 Forest Road, Lansing, MI
(517) 353-4350

For accommodations, please contact
Candlewood Suites
3545 Forest Road, Lansing, MI
(517) 351-8181

August 24-28, 2009
Park Place Hotel
300 East State Street, Traverse City, MI
(231) 946-5000

September 14-18, 2009
Courtyard Marriott
11 Monroe Ave., NW, Grand Rapids, MI
(616) 242-6000

October 26-30, 2009
The James B. Henry Center for Executive
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NAME _____

TITLE _____

ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE () _____ EXT _____

EMAIL _____

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PAYMENT BILL ME CREDIT CARD CHECK (make payable to Michigan State University)

WE ACCEPT CREDIT CARD PAYMENTS ON OUR SECURE WEBSITE.

REGISTER ONLINE AT www.lir.msu.edu/hretc

WHAT IS HRetc

The Human Resources Education and Training Center (HRetc) is the continuing management education unit of the School of Labor and Industrial Relations at Michigan State University. Our faculty develops and presents programs for human resources, labor relations, and management professionals. We offer:

- Programs recognizing Certified Human Resources Specialists and Labor Relations Specialists
- Courses on Employment Law, Human Resources Management and Contract Negotiation
- Distance learning offerings on Human Resources Management, Employment Law, and Labor Relations issues

HRetc also offers custom-designed education and training programs at the organization site.

INSTRUCTORS

Theodore (Terry) Curry is the Associate Provost and Associate Vice President for Academic Human Resources at Michigan State University (MSU). He is the former director of the School of Labor and Industrial Relations at MSU. Prof. Curry has served as an instructor at other academic institutions and held line management and staff positions in the private sector. Prof. Curry leads seminars in many areas including leadership and motivation, team building, and affirmative action. He was also an original member of the Michigan Governor's Labor-Management Advisory Council.

Stacy Hickox is an Assistant Professor in the School of Labor and Industrial Relations at Michigan State University. As an attorney, she practiced in the areas of employment and labor law, including claims of discrimination, unemployment compensation, and wage and hour claims. Before joining MSU, she practiced in the area of disability law at Michigan Protection and Advocacy Service. Ms. Hickox also taught for several years at MSU's law school, including courses in employment law, disability law, and civil rights. She has written a book on the Americans with Disabilities Act and several law review articles on various employment law topics. Ms. Hickox attended the School of Industrial and Labor Relations at Cornell University and received her law degree from the University of Pennsylvania.

Jailza Pauly is an Assistant Professor in the School of Labor and Industrial Relations at Michigan State University. She holds a Ph.D. in Industrial and Organizational Psychology from the University of Georgia and a Master of Science from the University at Tennessee at Chattanooga in the same field. Dr. Pauly has consulted on a number of HR projects in the private sector and at educational and research institutions. She has also held HR analyst and HR supervisor positions in the financial and manufacturing industries, respectively. Dr. Pauly serves as the Associate Director of the School's Human Resources Education and Training Center (HRetc) and the Workers' Compensation Center.

Tina Riley is an Assistant Professor in the School of Labor and Industrial Relations at Michigan State University (MSU). She holds a Ph.D. in Higher Adult and Lifelong Education as well as a Master of Arts in Labor Relations and Human Resources from MSU. She has served as the director of the School's Human Resources Education and Training Center and as Associate Director for Outreach. Dr. Riley has given presentations nationwide on the topics of strategic recruiting, training and development, supervisory skills and employment law. She is also CAPT-qualified administrator of the Myers-Briggs Type Indicator and has worked with many groups in developing value from differences within the workplace.



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**Visit www.lir.msu.edu/hretc
for answers to frequently-asked questions.**

MSU is an affirmative-action, equal-opportunity employer.

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