

This program has been approved for 42 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.



“The instructors at MCCTC worked with the students with an understanding of their needs. The quality of advice they provided gave a realist approach to employment and personnel issues that may be encountered as Human Resource Professionals.” **Beth Reiner, Dearing Pump Co**

“Our training sessions were awesome-Real World Office Issues” **Marie Lishick, Ohio Rehabilitation Services Commission**

“The Leadership & Supervisory Certificate is an excellent training tool for leaders in all facets of business.” **Karen Stacey, Leadership Mahoning Valley**

Leadership Mahoning Valley
This HR program helped jump start my career as a Human Resource Asst. I gained knowledge in HR processes, procedures, laws & practices.” **Marla Adams, Corrections Corp. of America**

“I like receiving the handouts for future reference & the student workbooks that came with each phase of the HR certificate course. This will be invaluable material.” **Mary Beth Wilson, Vista AST2**

Check out our other certificates in :

Advertising & Public Relations

Supervisory/ Leadership

Marketing & Sales Solutions

Customer Focused Management

Human Resources

Strategic Management



Classes can be customized to companies specific needs.



Mahoning County Career Center
Workforce Development Training



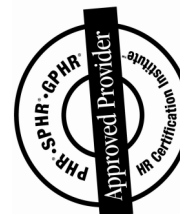
Advanced
Human Resource
Certificate

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Canfield, OH 44406

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Mahoning County Career Center

Adult Workforce Development
7300 North Palmyra Road
Canfield, Ohio 44406





Advanced Human Resources Certificate

As a successful HR leader, you must ensure that your department adds measureable value, meets organizational goals, and remains in compliance. In order to excel in your HR role, it is essential that you are up to date in the many advanced areas of Human Resources. Experience the cutting-edge knowledge and proactive HR strategies.

The Advanced Human Resource certificate incorporates 14 courses listed to receive the Advanced Human Resource certificate at a total cost of **\$495.00**. Total Hours-42.

Classes meet twice per week on Monday & Wednesday evenings.

Start Date: March 19, 2012

End Date: May 9, 2012

Time: 6:00 p.m.—9:00 p.m.



Class Topics:

- **Advanced Change Management**
- **Benefits & Risk Management**
- **Building Strong Employee Relations**
- **Developing Employee Compensation & Incentive Plans**
- **Ethics & Integrity Policies**
- **Handling FMLA, ADA & Worker's Compensation**
- **How to build a HR Strategic Plan**
- **Managing in a Union Environment "Maintaining a Union or Union-free Strategy"**
- **Managing Workplace Negativity**
- **Mediation in the Workplace**
- **Recruitment & Selection**
- **Reviewing a Performance Management Process I & II**
- **Succession Planning**

Hear what our students are saying:

"I found the availability / topics regarding classes to be generous & updated with the most current research- basically a lot to choose from to meet my particular needs. The environment & overall atmosphere was welcoming & genuine. I would return back to MCCTC for further education. " **Robert McBride, Homes for Kids**

"I enjoyed my Human Resources classes and was able to apply the information I learned in my current job." **Monica Pawlen, Austintown Schools**

"The variety of Human Resource topics covered by the instructors bringing years of hands on experience to the classroom provide a foundation on which you can build or enrich a career." **Annette Grahovac, Austintown Schools**

"As soon as I completed the HR certificate program, I got a job as an HR director.

Frank Hunt, M&M Manufacturing

"The classes were a perfect blend of curriculum, and many instructors years of experience." **Carol Givens, Life-Skills**

"I would recommend that anyone in the field of HR/Business Management / Communications / Public Relations consider enrolling in an upcoming course. They examine self-awareness; Personally , I gained a great deal!"

Michelle Chevront, V& M Star

"Every Chief Officer in the Fire Service should attend for valuable HR information and the better manager techniques you obtain here at MCCTC's HR Certificate". **Don Hutchison, Cardinal Joint Fire Dept**

"The HR Certificate at MCCTC is an exceptional training program for anyone looking to advance his/her career. Top level managers would benefit from this program on a variety of levels. The instructors are knowledgeable, professional & utilize the most up-to-date material to help you become successful." **Lisa Solley, Area Agency on Aging 11, Inc.**