

“The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute’s criteria to be pre-approved for re-certification credit.”



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Classes can be customized to companies specific needs. Training can occur on company site or our site.

Check out our other certificates in :

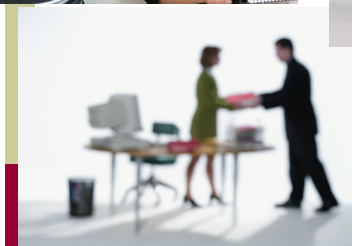
- Supervisory/ Leadership
- Modern Marketing Solutions
- Service Industry Professional
- Advanced Human Resources

Mahoning County Career Center

Adult Workforce Development
7300 North Palmyra Road
Canfield, Ohio 44406



Mahoning County Career Center
Workforce Development Training



Human Resource Certificate

*7300 N Palmyra Rd
Canfield, OH 44406*

330-729-4100
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Rebecca.Harris@MahoningCTC.com



Human Resources Certificate

Regardless of your HR title, if you are working in the field of Human Resources, you are probably wearing many hats. Your company's success is dependent upon your ability to multi-task and be flexible. The more basics that you have in place, the better you will be able to meet each day's surprises.

The Human Resource certificate incorporates 15 courses listed to receive the Human Resource certificate at a total cost of **\$495.00**. Total Hours-45

Evening Session: Meet twice per week on Tuesday & Thursday.

Start Date: March 9, 2010
End Date: May 4, 2010
Time: 6:00 pm—9:00 pm

Class Topics:

- Addressing Employment Law Concerns
- Best Practices in Recruitment & Selection
- Concepts of Change Management
- Deciding to in house or outsource COBRA
- DrugFree Workplace
- Implementing / Managing Change
- Implementing Policies & Handbooks
- Investigating Workplace Harassment & Violence
- Leveraging Diversity to Meet Business Objectives
- Managing Performance & Development Concerns
- Meeting General OSHA Requirements
- New Hire Onboarding Processes & Forms I & II
- Unemployment
- Write & Benchmark Job Descriptions



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, LifeSkills**

"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**