

This program has been approved for 45 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.



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PERMIT NO. 402



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

“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**

“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

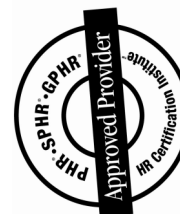
Customer Focused Management

Advanced Human Resources

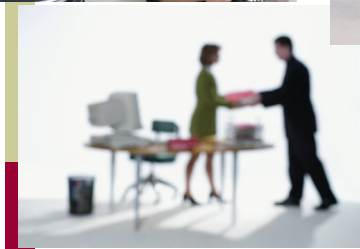
Strategic Management

**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

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## 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

Meets twice per week on Tuesday & Thursday.

Start Date: March 20, 2012  
End Date: May 15, 2012  
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 Safety Program
- 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**

*"I love the teaching style of my instructor. Fun informative class. Good group discussions."*  
**Brenda Ritz**

*"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.**