HR Certification Institute

Category and Courses Marketing Kit

Learn how to manage your most important resources with HRCI.

MINDEDGE LEARNING

Contents

I. Course Summary Descriptions

HR Certification Institute (HRCI)

The HR Certification Institute is the premier credentialing and learning organization for the human resources profession. HRCI develops and offers world-class learning, as well as the administration of eight global certifications and is dedicated to helping professionals achieve new competencies that drive business results.

Certificate in Diversity and Inclusion in HR Management

Developed in accordance with the International Organization for Standardization's guidance on diversity and inclusion for organizations (ISO 30415:2021), the Certificate in Diversity and Inclusion in HR Management provides a foundation for creating a workplace where all employees are respected and appreciated as valuable members of the organization, are able to participate in work-related opportunities, can follow career paths that use their skills and knowledge to the fullest, and receive fair compensation. The courses explain how diverse and inclusive workplaces are more productive, innovative, creative, and profitable, and that fostering an inclusive culture produces higher employee engagement, satisfaction, and retention rates. The certificate explores the responsibilities of leaders, the workforce, and other stakeholders in recognizing diversity, working and communicating inclusively, reducing unconscious biases, acting accountably, and assessing diversity and inclusion initiatives using qualitative and quantitative methods.

Learner Satisfaction: 100%
Estimated length: 12 hours
Access Time: 270 days
Credits: 1.2 IACET CEUs / 12 HRCI Credits

HR Ethics Certificate

Human resources professionals are charged with supporting the success of their organizations in ways that are ethical and socially responsible. Ethical organizations must consider questions about what is right and fair in all decision-making processes. Because HR professionals are involved in designing and enforcing policies that impact the people who work in an organization, they play an especially powerful role in shaping the ethical culture. Each of these 1.5-hour courses explores the relationship between human resources and creating an ethical workplace. While some delve into theoretical and philosophical questions about how we can know what is right and wrong, others focus on applying theory to practice in an organizational setting. After completing the courses in this certificate, the learner will be prepared to play an essential role in shaping the ethical culture in their workplace. Each self-paced course features an assortment of interactive exercises, videos, case studies, and assessments.

Learner Satisfaction: 98%
Estimated length: 15 hours
Access Time: 365 days
Credits: 1.5 IACET CEUs / 10 PMI PDUs / 15 HRCI Credits / 15 SHRM PDCs

HR Hot Topics Bundle

To keep pace with changing business environments, new technologies, and current employee needs, human resources professionals must have a thorough understanding of the topics and issues shaping today's workplace. This series of courses addresses a range of key issues, "hot topics," and trends, including in-demand benefits, flexible work arrangements, and inclusive workspaces.

Creating a safe, collaborative workplace where employees feel welcome and supported requires human resources professionals to face some difficult issues and challenges. In this bundle of courses, you'll learn about current issues your employees may be facing and best practices for promoting employee well-being. With a deeper understanding of potential issues that may arise, you'll be better equipped to provide guidance, policies, and resources to help employees thrive.

Learner Satisfaction: 99%
Estimated length: 15 hours
Access Time: 365 days
Credits: 1.5 IACET CEUs / 3 PMI PDUs / 15 HRCI Credits / 15 SHRM PDCs

Assessing Diversity and Inclusion

Organizations are accountable for their diversity and inclusion goals. In this course, you will learn about HR metrics, predictive analytics, diversity training, diversity scorecards, and other tools that organizations use to identify biases, track the progress of initiatives, and gauge the effectiveness of policies. This course will explain how to use both soft and hard metrics to formulate, update, and implement diversity and inclusion goals. You will also learn about the importance of employee buy-in, diversity leaders, and C-suite support in achieving a diverse and inclusive workplace.

Learner Satisfaction: 100%
Estimated length: 4 hours
Access Time: 90 days
Credits: 0.4 IACET CEUs / 4 HRCI Credits

Building and Supporting a Remote Workforce

Some benefits of remote work include greater scheduling flexibility, increased employee retention, and larger talent pools to draw from when filling positions or building a team. While organizations benefit in a variety of ways from fully remote work settings, remote work can also present unique challenges, such as breakdowns in communication, diminished company culture, and lower employee engagement. This course examines how organizations can leverage the benefits of remote work while mitigating the challenges. Topics covered include talent planning, performance management, organizational development, and employee engagement—examined in the context of a remote work setting. Through learning about remote work, HR professionals will be better equipped to propose hybrid solutions that align with organizational goals.

Estimated length: 3 hours
Access Time: 90 days
Credits: 0.3 IACET CEUs

Fostering an Inclusive Culture

To achieve diversity and inclusion, organizations need to create an inclusive culture where all employees are respected and appreciated, have equal access to workplace opportunities, and are fairly compensated. In this course, you will learn about how to create, encourage, and develop an inclusive culture. You will explore the 7 Pillars of Inclusion, traits of an inclusive leader, strategies to assess employee buy-in, professional development opportunities, and workplace accessibility. You will examine how to uproot workplace toxicity and address and prevent harassment and discrimination. The course illustrates the many benefits of an inclusive culture, including higher levels of employee engagement, productivity, employee satisfaction, and retention rates.

Learner Satisfaction: 100%
Estimated length: 4 hours
Access Time: 90 days
Credits: 0.4 IACET CEUs / 4 HRCI Credits

Hiring and Retaining Diverse Talent

Increasing workplace diversity necessitates strategies that foster more inclusive and equitable workplace practices. In this course, you will learn how leaders who want tangible, measurable results from diversity and inclusion initiatives must take an active role in supporting and implementing these strategies. You will explore how to use talent management systems and performance metrics to create a diverse workplace. This course illustrates that providing equal opportunities for continued engagement, including flexible work arrangements, mentorship programs, and employee benefits, is paramount for an organization's diversity and inclusion efforts to succeed.

Learner Satisfaction: 100%
Estimated length: 4 hours
Access Time: 90 days
Credits: 0.4 IACET CEUs / 4 HRCI Credits

The Hybrid Workplace

Many have speculated that the era of the traditional office is now over. As organizations adjusted to remote work during the COVID-19 pandemic, employees and business leaders witnessed the unique advantages of remote work, including greater flexibility, increased productivity, and better work-life balance. The Monday-to-Friday in-office schedules of the past have lost their appeal and utility. Through this course, HR professionals will learn how to support employees and organizations shifting to hybrid work arrangements. Through this course, HR professionals will learn how to recruit, train, and support employees working in hybrid settings. Topics covered in the course include how to foster a strong organizational culture in a hybrid setting, and how to manage transitions between remote and in-person work.

Estimated length: 3 hours
Access Time: 90 days
Credits: 0.3 IACET CEUs

The Modern Office

While there are many benefits associated with remote work, there are certain tasks and activities that can't be easily replicated in a virtual environment. Team collaboration, brainstorming, and culture-building are better suited for in-person settings, where team members can work side-by-side and connect in real time. As organizations transition to hybrid work arrangements, business leaders and HR professionals will need to assess how and when in-person work will be conducted and what the expectations will be for managing job tasks and responsibilities in a hybrid environment. This course examines how the modern office has been reshaped and explores the activities best suited for in-person settings, and addresses topics such as employee health and safety and workspace design.

Estimated length: 3 hours
Access Time: 90 days
Credits: 0.3 IACET CEUs

HR Ethics Series: Building an Ethical Organization

Why do ethical people commit unethical acts? While individual morality certainly plays some role in ethical decision-making, the whole is larger than the sum of its parts. Corporate culture is integral to inspiring the best from employees and identifying any ethical problems immediately. HR professionals are critical for building and maintaining an ethical organization, as they are responsible for advertising jobs, screening applicants, and onboarding, training, and monitoring employees. This course lays out the components of an ethical organization with special attention on how HR facilitates the process of building and maintaining an ethical corporate culture.

Learner Satisfaction: 98%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Capitalism, Inequality, and Justice

Because it is the driving force behind economic organizations worldwide, capitalism is a term that business leaders, executives, and employees should know well. Another reason to know this term well: it is at the center of much debate and controversy. At the same time that capitalism is praised for its ability to stimulate innovation and spur economic growth, it is criticized for its contribution to inequality and injustice around the world. This course will explore the topic of capitalism and its relationship to ethics, justice, and inequality.

Learner Satisfaction: 97%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Common Ethical Challenges

There are certain ethical challenges that employees and organizations are likely to face. Many of these challenges arise due to the commercial nature of business. Business owners and leaders are interested in generating a profit and accruing assets, and because of this, morally troubling situations can be difficult to identify, evaluate, and navigate clearly. This course examines ethical challenges that companies and organizations may encounter and steps for how to address them. While all members of an organization are responsible for promoting and preserving an ethical culture within the organization, this course pays special attention to the role that human resources professionals play in mitigating ethical challenges.

Learner Satisfaction: 99%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Corporations and Corporate Social Responsibility

This course introduces learners to Microsoft's project management software, MS Project. Learners, particularly aspiring project managers, are provided a step-by-step tutorial on mastering basic functions that are essential for any project. MS Project is a popular tool for project managers that allows them to develop schedules, allocate resources and duties to specific tasks, and track a project's progression. It also allows managers to oversee the budget and analyze workloads. This introductory course will focus on the Microsoft Office 2019 version of MS Project. Learners are required to have access to MS Project 2019 in order to complete this course.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Defining Business Ethics

This course provides an introduction to business ethics, laying a foundation for how the study of right and wrong can (and should) shape the way organizations conduct business. While everyone within an organization is responsible for upholding high ethical standards, this course will focus specifically on the role that human resources professionals play in establishing and maintaining an ethical culture within an organization. The course addresses the importance of a code of conduct and professional and legal standards within the business organization. It lays out different ethical systems and how they provide frameworks for making ethical decisions.

Learner Satisfaction: 96%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Ethical Decision Making

Business leaders, managers, and staff at all levels of an organization will face decisions in their pursuit of moving the business forward—however, some decisions may be easier to navigate than others. When faced with a situation where no clear answer rings out, how do you decide on the best course of action? This course introduces learners to the principles and processes involved in making ethical decisions—that is, making decisions that are based on close examination of different ethical frameworks, the notion of right and wrong, and moral standards. This course pays special attention to situations within the realm of human resources, where upholding an ethical approach to decision making is crucial.

Learner Satisfaction: 98%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Globalization and Ethics

Due in large part to advancements in technology, transportation, and trade, businesses now operate in an ever-expanding global economy, where communities and countries rely on one another to buy and sell needed goods and services. While many believe that globalization produces more opportunities for businesses to expand, grow, and profit, others have witnessed tremendous inequalities, harsh working conditions, and the environmental impact of globalization. This course examines the qualities of globalization and the issues and ethical challenges that can arise when businesses and organizations participate in the global economy.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Issues in the Workplace

Among the more important ethical obligations of organizations are those that involve the health, safety, and fair treatment of employees. Employers have a moral and ethical obligation to protect employees against discrimination, harassment, and harm. This course reviews common workplace issues and strategies for how to address them. Because human resources professionals play a crucial role in supporting employee well-being, this course pays special attention to the role of HR in preventing and resolving issues in the workplace.

Learner Satisfaction: 99%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Leadership and Organizational Ethics

Everyone knows that leadership is important in business ethics, but what kind of characteristics does an effective ethical leader have? How should an ethical leader deal with a crisis? Through business scenarios and real-world examples, this course addresses how leaders build ethical organizations. It addresses leadership by example and the practices leaders institute in the organization, including how leaders can effectively deal with a crisis or an ethical lapse.

Learner Satisfaction: 99%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Ethics Series: Theories of Ethics

Ethical dilemmas confront those in business with the fundamental question: "What's the right thing to do?" But the "right" thing is often difficult to determine and an unexamined patchwork of ideas inform the decision. In order to better understand how to judge right and wrong, this course introduces some foundational ethical systems and explores their implications for business decisions, with a particular focus on the role human resource professionals have in safeguarding ethics in a business environment. Should a business focus on following the rules or on the effects the decision will have? Can self-interest play a role in making an ethical decision? This course presents the ethical theories of utilitarianism, ethical relativism, egoism, and Kantian ethics. It also explores the role religion plays in the development of ethical systems.

Learner Satisfaction: 96%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Buzzworthy Benefits

Employers are looking for ways to attract and retain top employees. Employees are seeking working conditions that reflect their needs and wants. By offering the right employee benefits, both employers and employees can reach their goals. In this course, you will learn about increasingly popular employee benefits, including paid leave for new parents, student loan assistance programs, and employer-sponsored volunteerism policies.

Learner Satisfaction: 91%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Diversity and Inclusion in the Workplace

While diversity and inclusion are popular topics in the media and for many progressive organizations, the concepts of diversity and inclusion can be slippery and elusive. What are diversity and inclusion? How are they related to each other? How do you know if your organization is diverse and practices inclusivity? What diversity and inclusion initiatives produce measurable results? In this course, you will examine the concepts of diversity and inclusion and will gain the tools necessary to support an inclusive workplace.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Employee Classification

Successful businesses and organizations rely on workers to perform daily tasks and to keep things running smoothly. Regardless of size, mission, or product, all organizations must determine which roles and responsibilities are necessary to meet business needs. Human resources professionals play a key role in helping organizations assess the number of workers needed, the duties and responsibilities associated with specific roles, and whether or not to hire employees or independent contractors to perform specific tasks. This course provides HR professionals with an overview of different employee classification types, important regulations related to employee classification, and action steps for maintaining compliance.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Flexible Work Arrangements

We live in a time where "alternative" work arrangements are becoming more and more the norm. Especially in the wake of the COVID-19 pandemic, companies are exploring new ways of working and are seeing the benefits of greater adaptability as circumstances continue to change and evolve. Both employers and employees can benefit from flexible work arrangements, but offering greater flexibility is not without risk. In this course, you will explore flexible work arrangements, including remote work, flextime, job sharing, compressed workweeks, contracting, gig work, and permanent part-time positions. You will also learn how these flexible work arrangements affect both the business objectives of an organization and the work-life balance of employees.

Learner Satisfaction: 98%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Handling Workplace Violence

Conflict is inevitable in every workplace environment but can typically be resolved with strong leadership and interpersonal communication skills. However, there are times when conflict escalates to a level that puts a worker's well-being or safety at risk. Such dangerous conflict can have devastating effects on an organization, dissolving its focus and resources and even causing it to shut down operations completely. This course will explore the causes and signs of violence in the workplace and will provide tips on how to diffuse dangerous behavior and restore a positive, safe workplace environment.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Marijuana and the Workplace

Medical marijuana is legal in more than half the states and the District of Columbia (D.C.), and the recreational use of marijuana is legal in many. Yet, federal law still identifies marijuana as an illegal drug. In this course, you will learn about the importance of creating and communicating clear workplace policies that address employee drug use. You will also learn to identify signs that an employee might be impaired and how to address those concerns when they come up. You will have the opportunity to explore the legal status of marijuana in your state.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Pay Equity

The Equal Pay Act was passed in 1963, yet a 2020 report by hired.com found that 63 percent of men receive higher salaries than women performing the same job. In this course, you will explore the importance of developing workplace policies that address unfair gaps in employee pay. You will learn about tools that can help inform those policies—like survey and pay audits—and best practices for their implementation. This course presents federal and state legislation on pay equity, and it provides an opportunity for you to explore your state's laws and how they impact your workplace.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Promoting Employee Well-being

Promoting employee well-being is essential for a healthy organization. While this may seem obvious, it can easily be overlooked in an effort to meet other organizational goals. In this course, you will learn what it means to develop a working environment that prioritizes employee health, happiness, and comfort. You will explore various techniques for creating a positive workplace culture and identify common stressors that may threaten employee well-being. You will also learn about the effects employee well-being has on a company's financial success and productivity.

Learner Satisfaction: 100%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: Recruiting Multi-generational Employees

Recruiting multi-generational employees is crucial in a world where more individuals are putting off retirement and making later-in-life career changes. While the benefits of a multi-generational workforce may seem obvious, they can easily be over-looked in an effort to meet other organizational goals. In this course, you will learn the differences between current generations that are working together. You will explore various considerations for attracting, recruiting, and retaining an age-diverse workforce. You will also learn how age-diversity can influence a company's success, innovation, and productivity.

Learner Satisfaction: 98%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1.5 HRCI Credits / 1.5 SHRM PDCs

HR Hot Topic: The Future of Work

What will the future workspace look like? What are the "typical jobs" of tomorrow? How many hours a week will employees work? How will culture and technology affect the future of work? The answers to these questions are based on events, innovation, employer motivation, and the needs, preferences, and composition of the workforce. This course explores the future of work in the context of COVID-19, automation, artificial intelligence (AI), business sustainability, multi-generational work-forces, different business models, increasing demand for flexible work arrangements, an evolving organizational culture, and a need for expanded accessibility.

Learner Satisfaction: 95%
Estimated length: 1.5 hours
Access Time: 90 days
Credits: 0.15 IACET CEUs / 1 PMI PDUs / .5 HRCI Credits / 1.5 SHRM PDCs