



# CREATE A POSITIVE CULTURE WITH AN

## HR SKILLS®: BEST PRACTICES CERTIFICATE

### WHY EARN THE HR SKILLS® BEST PRACTICES CERTIFICATE?

The field of human resources is currently experiencing favorable job prospects, high levels of job variety and job satisfaction, and growth that is higher than the national average. The opportunity for advancement within the field is high, especially if you possess the skills that can cultivate and promote a healthy culture. The courses in the HR Skills® Best Practices certificate provide skills training to HR professionals and managers that perform HR functions that are key to a healthy workforce and work environment.

### WHAT WILL I LEARN?

**Completing the HR Skills®: Best Practices certificate prepares you to:**

- List best practices for meeting with employees to evaluate performance and discuss SMART goals
- Foster an environment of open communication at your company
- Explain why coaching employees is a vital part of managing in any organization
- Summarize the GROW model for coaching
- Differentiate between coaching and mentoring
- Identify the different types of conflict in the workplace
- Prepare and plan for a difficult conversation
- Define progressive discipline
- List the stages of a progressive disciplinary procedure, and identify best practices for each stage
- Explain how HR leads change within an organization
- Identify how HR fosters talent and leadership development
- Apply the five steps of problem solving to real-world HR issues

**For more information and a complete list of courses, visit:**

## CAREER PATHS

The U.S. Bureau of Labor Statistics (BLS) expects that overall employment of human resource managers is projected to grow 5% from 2022 to 2032, faster than the average for all occupations. About 17,500 openings for human resource managers are projected each year, on average, over the decade. Common career paths or growth opportunities in human resources include:

### Human Resources Manager

Human resource managers maximize the value of a workforce by planning, coordinating, and directing the administrative functions of an organization. As a human resource manager, you will advise other managers on human resource issues. You will also consult with top organizational leaders regarding strategic planning and talent management.

### Training and Development Manager

Training and development managers create and implement training programs to help employees develop their skills and knowledge, and ensure that the training is aligned with the organization's goals. They also assess the effectiveness of training programs and instructors, and make recommendations for improvements.

### Human Resources Specialists

Human resources specialists ensure that organizations' HR functions comply with federal, state, and local regulations. While some are trained in all disciplines of human resources, many focus on specific areas such as employee relations and recruiting and interviewing job applicants. They may also place newly hired workers in jobs, manage compensation and benefits systems, and facilitate training sessions.

## The HR Skills®: Best Practices certificate is available 100% online.

The courses included in this certificate carry:

**HRCI Credits | IACET CEUs | ATD CI Credits | SHRM PDCs | PMI PDUs**

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