



ESTABLISH A SOLID FOUNDATION IN HR WITH THE

HR SKILLS®: FUNDAMENTALS CERTIFICATE

PLACE ORGANIZATION NAME HERE

WHY EARN THE HR SKILLS® FUNDAMENTALS CERTIFICATE?

Human Resources plays a key role in developing, reinforcing, and changing the culture of an organization. Because the role of an HR professional is so varied, it is important to establish a foundation in the skills you will encounter the most frequently in the profession. With courses focused on hiring, interviewing, onboarding, training and development, the HR Skills®: Fundamentals certificate provides training in the core skills and knowledge that will help you succeed in the field of human resources.

WHAT WILL I LEARN?

Completing the HR Skills®: Fundamentals certificate prepares you to:

- Identify the role that HR professionals play in the hiring process
- List the elements of an effective recruitment strategy
- List best practices for conducting an exit interview in a professional and effective manner
- Identify legal and administrative requirements surrounding exit interviews
- Describe the relationship between onboarding and organizational culture
- Outline the five phases of the training and development process
- Explain best practices for evaluating training programs
- List some of the challenges and legal considerations for training and development in the workplace
- Plan an interview and describe best practices for interviewing candidates
- Categorize different types of interview questions
- Outline key federal employment laws and list resources for researching them
- Explain how organizations can identify illegal discrimination and harassment in the workplace
- Describe the legal responsibility of employers in maintaining a safe and healthy workplace
- Explain the steps of creating a strategic plan based on data analytics

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

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CAREER PATHS

The U.S. Bureau of Labor Statistics (BLS) expects that overall employment of human resource specialists is projected to grow 8% percent from 2022 to 2032, faster than the average for all occupations. About 86,200 openings for human resource specialists are projected each year, on average, over the decade. Common career paths or growth opportunities in human resources include:

Human Resources Assistant

A human resource assistant ensures that the HR department runs smoothly day to day. Their responsibilities include a variety of tasks that support recruitment, onboarding, benefits, data management, and employee relations. They often oversee planning programs to improve employee welfare, and they facilitate the training of new and existing staff.

Training and Development Specialist

Training and development specialists 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 Generalist

An HR generalist is responsible for completing a variety of tasks that support the daily operations of the HR department, including comparing HR laws to current policies and procedures, drafting templates and documents, and working with other members of the department to oversee the hiring and onboarding process for employees.

The HR Skills®: Fundamentals certificate is available 100% online.

The courses included in this certificate carry:

HRCI Credits | IACET CEUs | ATD CI Credits | SHRM PDCs

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