Human Resource Management
Professional Development Courses
Human Resource Management Certificate Program

The human resource function is a crucial element in your organization’s successful operation and integral in attaining its goals. This certificate program is designed especially for HR professionals, small business owners and others who are responsible for the human resource function. Our program focuses on the critical skills you need to manage the day-to-day HR related responsibilities and strategic HR vision – from recruiting hard-to-find talent to being a strategic partner in guiding your organization’s growth and success.

Human Resources’ Role in Today’s Workplace

This foundation course provides you with an overview of the human resource function and the key roles and responsibilities for helping an organization become an industry “employer of choice.” Class discussions focus on a variety of topics, including recruiting and retention; managing a diverse workforce; legal issues; compensation; safety issues; performance management; and future trends in human resources.

Legal Issues for HR Professionals

Each day, HR professionals implement a variety of state, federal and local laws associated with various employment-related situations. This course will assist you in becoming better informed about how your role and responsibilities can impact the organization’s overall bottom line. You’ll also learn how written policies and procedures impact employees and the organization, and how you can minimize the company’s exposure to costly employee lawsuits and administrative fees.

Recruiting & Retaining Top Talent

This course will show you how to develop a recruiting plan that quickly and efficiently attracts and retains the workforce talent that your organization needs to succeed in today’s competitive workplace. In-class discussions and projects will incorporate your own work-related situation and highlight ways to simultaneously increase the candidate selection pool, heighten employee loyalty and improve retention rates.

Performance Management

Creating effective systems that provide the information necessary to manage employee performance is more critical than ever. This course explores some of the tools, processes, and systems used to establish the credible performance management systems that organizations need to reward, discipline, maximize productivity, and continuously improve employee performance.
Training & Development
This course will provide you with knowledge of current issues surrounding Training & Development (T&D) and an understanding of major elements including needs analysis, program design, training methods, and evaluation of the effectiveness of an organization’s training initiatives. Participants will identify the links between an organization’s business objectives, its training and development strategy and employee’s career management strategies.

Compensation Fundamentals
In today’s uncertain economy, it is critical for an organization to offer a competitive compensation package to attract and retain quality employees. This course covers the essentials of compensation management, including organizational strategies; program development and design; important terms and definitions; and a review of the related legal environment.

Benefits Fundamentals
Explore the use of benefits and services as a means of attracting and retaining employees who match your company’s vision. You will review the history and philosophy of benefits and services to learn why this area has become so competitive. You will learn how to create and administer a benefits and services program that will attract and retain the best employees.

The Strategic Role of Human Resources
This capstone course builds on and integrates all of the program courses and provides strategies for and skills needed to position HR as a strategic partner in the organization. Discussions and projects will focus on measuring HR’s overall effectiveness in implementing initiatives such as change management, restructuring options, and development of core competencies of a successful senior level HR professional.
Programs now offered in San Marcos and Temecula!
- HR Management Courses
- PHR/SPHR Review Courses
- Supervising Employees Certificate

Other Extended Learning programs include:
- Digital Arts Certificate
- Operations Resource Management Certificate
- Meeting & Event Planning Certificate
- Masters in Business Administration (MBA)
- Green Business Operations Certificate