

EMPLOYABILITY SKILLS

HUMAN RESOURCE MANAGEMENT



Essential Skills for the Workplace

From defining the function of human resource management to providing an overview of laws and processes guiding the field, the CareerSafe Human Resource Management course is designed to create familiarity with critical concepts like legal requirements, employee selection considerations, and employee development and evaluation.

**Best-in-Class** US-based Customer Care**+4.1 Million** Trained and Counting**Aligns** with Employability Skills Framework

"I trained alongside my friends and classmates and developed better communication, problem solving, listening, critical thinking, and leadership skills because of it. The method in which I was taught was through interactive lessons that were simple but effective."



Optimized Learning



Study Guides



Real-World Scenarios

Benefits and Features

- Contains **interactive content and real-world scenarios** to keep courses engaging and give students the opportunity to practice the skills they learn.
- Includes **teacher tools and resources** that make it easy to distribute courses, plan lessons, and manage students.
- Provides resources and techniques for building **essential skills and strategies** applicable in all professional fields.

**1 Hour 15 Mins** Seat Time*Part of our Employability Skills Training Library of courses!*

TOPICS AND LEARNING OBJECTIVES

Human Resource Management Foundations (~25 minutes)

- Define the term human resources.
- Classify the basic human resources functions such as recruiting, selecting, training, developing, and compensating.
- Categorize the basic responsibilities of a human resources manager, including advice and counsel, service, policy formulation and implementation, and employee advocacy.

Human Resource Management Laws and Requirements (~32 minutes)

- Describe the purpose of the Civil Rights Acts and the EEOC as they apply to human resource functions.
- Demonstrate an awareness of federal and state administrative agencies, their duties, and how they affect human resource managers.
- Describe the Right to Information Law and the Whistleblower Protection Act.
- Explain the importance of strong policies and procedures for dealing with sexual harassment.
- Examine the contemporary social and political issues facing human resources such as sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Procedures.

Performance Management Fundamentals (~30 minutes)

- Define performance appraisal.
- Identify the uses of performance appraisal.
- Describe the importance of performance management.
- Describe the performance appraisal process.



*Learn more about the CareerSafe Employability Skills
Human Resource Management course »*

