# HUMAN RESOURCE MANAGEMENT

## PURPOSE

This seminar is designed to provide an overview of the concepts and practices of human resource management. It is appropriate for entry-level human resource administrators or companies with limited human resource departments. This seminar teaches basic process and system techniques to achieve quality human resource goals and objectives.

## RESULTS

After completing this training, participants will be able to:
- Identify various state and federal law requirements
- Demonstrate an understanding of human resource policy and procedures
- Demonstrate an understanding of benefit administration and ERISA Law
- Demonstrate an understanding of wage and salary programs
- Demonstrate problem solving strategies to improve administration in critical areas
- Demonstrate an understanding of job descriptions
- Demonstrate an understanding of various OSHA compliance rules and regulations

## OUTLINE

- Introduction/Training Rationale/Overview
- Overview of state and federal laws
- Overview of various policy and procedures
- Overview of training programs
- Overview of safety compliance
- Overview of human resource administration
- Group Exercises

## ADMINISTRATIVE INFORMATION

Length:          One 4-hour session or can be One 7-hour session
Total hours:     4  or 7 hours
Class size:      10 to 20 students