

HR Horizons Program

Course Description

HR Horizons is tailored to engage human resource professionals with skill-building classroom and online learning forums designed to successfully meet the contemporary challenges of public-sector organizations. The instructor-led courses provide a foundation of Federal and State laws and rules while the eLearning courses expand upon non-technical topics designed to enhance the delivery component of human resource administration. The program concludes with a panel discussion facilitated by Civil Service subject-matter experts.

Included in the Program Fee

- Course Learner Guides
- CLIP ALL Access Pass Subscription
- Program Certificate

Instructor-Led Classes (Courses may not necessarily be delivered in this order):

- Americans with Disabilities Act (ADA)
- Discipline and Grievance Handling
- Family Medical Leave Act (FMLA)
- Leading the Conscious Workforce: Preventing Discrimination and Harassment
- Legal Implications of Interviewing
- Pensions and Benefits for Local Government
- Performance Planning
- Understanding Classification and State Compensation
- Understanding Title 4A (Local)

Virtual Panel Discussion Topics (Held via ZOOM): *For an optimal learner experience, a computer equipped with a camera, audio, and microphone are strongly encouraged.

- Certifications
- Domestic Violence Policy
- Employee Advisory Service (EAS)
- Electronic Performance Assessment Review (ePAR)
- Workplace Gender Transition Guidelines

Web-Based: CLIP All Access Pass Courses

- Business Power Skills: Business Communications Skills
- Business Power Skills: Customer Service
- Business Power Skills: Interpersonal Effectiveness
- Business Report Writing Skills
- Creative Thinking
- Disabilities: Opening Doors to All Candidates
- Emotional Intelligence: What is Emotional Intelligence?
- Evaluating Your Onboarding Process
- Got Diversity and Inclusion?: Working with Transgender Colleagues (Optional course)
- Onboarding Strategies
- Solve Problems with Confidence