

OHR Training Institute: Human Resources - Managers Learning Path

DESCRIPTION

Human Resource competencies and issues are critically important in today's workplace. The courses in the Human Resources Program were developed in response to specific training needs identified by County managers and supervisors. These courses are intended to provide a broad overview of HR functions and *are designed for employees who are new or experienced supervisors or manager.*

REQUIREMENTS

1. Complete a total of at least 7 courses including the required courses
2. Finish all coursework within a five-year period
3. Attend and participate in all sessions of each course
4. Complete all course assignments and evaluations.

Upon completion both you and your manager will be notified, and the Learning Path status will be changed to "Completed".

OBJECTIVES

* Understand basic labor relations principles * Understand the rules and procedures that make up the County's Human Resources system.

TIME PERIOD: 5 Years

MANDATORY COURSES

All three courses are required.

- American with Disabilities Act as Amended – Employment Law
- EEO/ Diversity Management for Managers and Supervisors
- Interviewing and Selecting Employees
- Preventing Workplace Harassment

ELECTIVE COURSES

Select three classes from this list

- Americans with Disabilities Act – Local Government Services
- Americans with Disabilities Act – Serving Customers with Disabilities
- Introduction to Managing in a Union Environment
- Managing Conflicts in a Union Environment
- Planning for Excellence: Performance Management Basics
- Substance Abuse in the Workplace: The Supervisor's Role for DOT
- Substance Abuse in the Workplace: The Supervisor's Role for Non- DOT
- Understanding the Family Medical Leave Act (FMLA) and Avoiding Headaches

Learning Paths are reviewed annually and are subject to change.