

- Overview of HRM
- Job Analysis and Design
- HR Roles and Responsibilities
- International Human Resource Management
- Unions
- Training Techniques
- Individual Career Development Plan
- Staffing in Organizations
- Legal Termination
- Cuts and Layoffs
- Important Laws to Remember
- Creating a Safe and Healthy Work Environment
- Training Tools
- Payroll Management & WPS
- Performance Appraisals
- Determining Pay Rates For Positions
- Interview Skills
- Employee Orientation
- Labour Relations
- Ethics
- Understanding Hourly, Salary and Incentive-Based Pay
- Project Organization Chart
- Compensation and Benefits
- Perks
- Basic OSHA Standards
- Professional Development
- Current Issues and Trends in HRM
- Taking Disciplinary Action
- Rewards and recognition
- Employment Law & Employee Rights

**REGISTER ONLINE!**