

Human Resource Certificate (HRC) CURRICULUM (As of Fall 08 Enrollment)

HRC participants may check the HRC Training Calendar for schedules of course offerings by logging in on the HRC Candidate's web site at:

<http://www.delawarepersonnel.com/training/special/hrc/index.asp>

HRC participants should check website listings for regular updates throughout the year.

HRC Required Courses: (All courses are one day unless marked otherwise)

- An Overview of Labor & Employee Relations
- Classification 101
- Compensation Basics
- DEL Online Tutorial (Online)
- Diversity Profiting from our Differences (1/2 day)
- Ethics in Government (1/2 day)
- HR Basics
- Know Your State Government (Online)
- PHRST Inquiry (PHRST)
- Principles of Quality (2 days) (*Fee \$75.00*)
- Put It in Writing (3 days) (*Fee \$150.00*)
- Quality Service in the Public Sector
- Safety/Security/Workers' Compensation & Return to Work (2 days)
- Selection Interviewing Online Tutorial (Online)
- Sexual Harassment Prevention (1/2 day)
- Statewide Benefits (2 days)
- Understanding Deferred Compensation
- Understanding the State Employees' Pension Plan
- Workforce Planning
- Workplace Communication/Active Listening