

HUMAN RESOURCES

Human Resource courses address ways to better lead nonprofit staff, and how to deal with critical issues of attracting, recruiting, retaining, motivating and supervising employees.

Most importantly, these courses will help you develop a workforce and workplace capable of reaching your organizational goals. While HR skills are necessary in both the for-profit and nonprofit sectors, these courses will view the topics through the lens of nonprofit organizations and the special challenges they face.

Strategies for Managing Your Workforce and Controlling Labor

Carol Rovello

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strategic-workplace-solutions.com

Organizations are looking for ways to manage effectively and reduce labor costs without negatively impacting service quality or regulatory compliance. This session will provide practical strategies for workforce planning, managing the “employment life cycle,” and HR metrics to improve planning and accountability. You will learn basic activities to help you get the greatest return on your human resource investment. During this course, you will: Discuss the importance of organizational structure and learn how to apply it to your organization; Learn how to use work flow analysis to improve staffing efficiencies; Discuss the key activities, supporting documents, basic legal issues, and best practices associated with the staffing process; Develop

specific strategies for improving employee performance; Learn how to use HR metrics to improve planning and accountability.

\$82 | 5 hours

Materials fee: \$5, due at start of course (exact amount please)

FLAT ROCK | ID: 12550

Wednesday, September 23

10 AM to 4 PM

(1 hour networking lunch)

Blue Ridge Community College,
Continuing Education Bldg, Room 122

Honing Your People Skills to Promote Staff Performance

Sandra Olson

solson@preshomesc.org

Those attending will learn coaching techniques to greatly improve staff performance such as the power of praise and appreciation, how to correct without arousing resentment, changing inappropriate behavior, truly hearing when listening to others, building teamwork, motivating and developing positive attitudes. Does the word complacency describe you or your organization? It may be time to consider culture change. Are you ready to be the catalyst for excellence within your organization? It can start with you!

\$50 | 3 hours

COLUMBIA, SC | ID: 12484

Tuesday, September 29

9 AM to 12 PM

Still Hopes Retirement Center,
Club Room - Building 5

COLUMBIA, SC | ID: 12485

Friday, October 9

9 AM to 12 PM

Still Hopes Retirement Center,
Club Room - Building 5

Putting the “Human” Back in Human Resources

John Atkinson

jaatkinson@comcast.net

No longer can human resources departments afford to be looked as paper-pushing, bureaucratic, clerical, “follow the rules or else” function of the company. You will learn practical strategies for building the trust and respect of your organization’s employees and executives. Your HR Department can become the “go to” department for your employees’ and managers’ needs. Detailed materials provided.

\$66 | 4 hours

Materials fee: \$10, due at start of course (exact amount please)

CHARLESTON, SC | ID: 12496

Wednesday, September 30

9 AM to 1 PM

St. Francis Hospital, Mall Classroom 2

CHARLESTON, SC | ID: 12497**Tuesday, November 3**

9 AM to 1 PM

St. Francis Hospital, Mall Classroom 2

Human Resource Fundamentals for Non-HR Professionals

John Atkinson*jaatkinson@comcast.net*

This course is intended to provide a high-level understanding of the fundamentals of HR practice, policies and employment laws that decision makers need to know. This course will provide fundamental HR management with topics such as: Compensation/Benefits, Legal Compliance, Employee Performance, Employee Relations, Termination/Resignation, Time and Attendance. Detailed materials will be provided.

\$98 | 6 hours

Materials fee: \$10, due at start of course (exact amount please)

CHARLESTON, SC | ID: 12494**Thursday, October 15**

9 AM to 4 PM

(1 hour networking lunch)

St. Francis Hospital, Mall Classroom 2

CHARLESTON, SC | ID: 12495**Thursday, December 3**

9 AM to 4 PM

(1 hour networking lunch)

St. Francis Hospital, Mall Classroom 2

Constructive Conflict Resolution

Robert Kenney*ptt@lynchburg.net*

Conflicts are inevitable . . . anger, holding grudges, hurt, and blame are not. Conflict resolution can be a growth opportunity. After this workshop, you will be able to identify what causes interpersonal conflict; make conflict constructive, rather than destructive; understand different conflict reaction styles; turn

each style into a more productive problem solving situation; use an 8-step approach to constructively resolve conflicts; set conflict resolution ground rules; use effective communication skills that display and enhance mutual trust and respect; give constructive feedback; reduce defensiveness and break the defensiveness chain; eliminate negative attitudes during conflicts; and use your learnings to resolve your own conflicts and to mediate others' conflicts.

\$130 | 8 hours

Materials fee: \$10, due at start of course (exact amount please)

DURHAM | ID: 12572**Thursday, October 29**

9 AM to 5 PM

(Working lunch; bring a bag lunch)

Duke University, Erwin Mill Building, Bay C, Room 103C

Foundations of High Performing Teams

Peter Metzner*pmetzner@aol.com*

In these challenging economic times, there is a real need for working relationships aligned to meaning, purpose, sustainability and strategic direction. This course will illuminate the essential aspects of high performing teams and productive working relationships.

\$98 | 6 hours

Materials fee: \$5, due at start of course (exact amount please)

ELON | ID: 12503**Wednesday, November 18**

9 AM to 4 PM

(1 hour networking lunch)

Elon University, Belk Library, Room 206

Exploring Job Options? Need to keep the edge in your current job?

In one year, you can earn a Certificate in
Teaching English as a Second Language
or
Technical Communications

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and
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