

# Essentials of HR Certificate Series

Are you new to HR and wondering how to start out strong? Do you want to broaden or refresh your knowledge of HR administration? Attend this series!

This comprehensive certificate series provides an indispensable package of courses with everything you need for a solid HR foundation or a concentrated refresher. A highly interactive program presented by expert instructors, this blended learning series delivers practical skills related to HR's key functions and activities. A convenient eLearning bundle is included to supplement and enhance your learning on your own time.

Count on this series to boost your technical HR competency, and take that competence to the next level in areas like conflict management, ethics, integrity, communication, process management, priority setting, and composure. Focus your roles and responsibilities to move forward full throttle in developing and implementing HR initiatives and solutions that support your organization's goals.

## Learning Objectives:

- Review the A-Z of HR administration and power up for success.
- Recognize the value and influence of your HR role to your organization.
- Effectively handle the varied HR challenges you face every day, including sensitive conversations.



**CEUs:**  
2.6 (26 hours)

**HRCI Credits:**  
26 HR (General)

**SHRM:**  
26 PDCs

## Learning Options:

- Classroom training plus eLearning
- At your location

## Who Should Attend:

- Newcomers to HR
- Professionals who want to broaden or refresh their HR knowledge

## Learn. Grow. Succeed.

Delivery options include learning at MRA, at your location, or online.  
Contact MRA to explore how this program may be customized to your unique individual and team training needs.



[www.mranet.org](http://www.mranet.org)

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Where HR Means Business.

## Series Outline

Essentials of HR Certificate Series will set you out on the right foot in your HR career, show that you are committed to developing your skills, and establish you as a professional in your field.

### This series will include:

- HR and Employment Law Essentials (1.5 days)
- HR's Role in Performance Management and Documentation (0.5 day)
- Effective Interviewing and Hiring (1 day)
- Total Rewards: Compensation Basics (0.5 day)
- Total Rewards: Benefits Basics (0.5 day)

As a learning enhancement to your Essentials of HR Certificate Series enrollment, an eLearning bundle, including Managing HR Records, Getting Started with FLMA, Harassment Prevention, Safety and Risk Management, will be sent to you. These are available on-demand.

Courses are designed to be taken in order and are scheduled accordingly.

“ Thank you to MRA for an insightful, relevant, and educational experience. Our instructors were engaging and enthusiastic, and I have immediate and actionable takeaways to put to use. The portion of the class relating to discrimination law and the ADA was an eye-opener. I've already shared some of the resources regarding reasonable accommodations and interviewing techniques with our leadership, so we can more creatively develop a positive work environment for our whole team. ”



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