

HR Overview for HR Assistants

This program provides HR support professionals with an introduction to the role and responsibilities of HR within an organization. You will gain an understanding of the elements comprising the HR function, including various employment laws, record-keeping requirements, and the recruitment and selection process. Through engaging learning activities and discussion, explore best practices for tackling HR challenges in the workplace.

Learning Objectives:

- Describe the HR function and common responsibilities.
- Identify what it means to be a legal agent of an organization.
- Demonstrate an understanding of employment law, harassment, and discrimination through case study application.
- Review best practices for current HR record storage, retention, and accessibility.
- Discuss the recruitment and selection process, including sourcing, interviewing, conducting background investigations, and onboarding.



CEUs:
0.7 (7 hours)

HRCI Credits:
7 HR (General)

SHRM:
7 PDCs

Learning Options:

- Classroom training
- At your location

Who Should Attend:

- HR assistants
- Other professional support staff within an organization who are looking to broaden 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

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Course Outline

- **Discuss the role of HR professionals as legal agents of their organizations**
 - ◆ Understand the administrative functions of HR and their importance in maintaining legal compliance
- **Build trust through respect and confidentiality**
 - ◆ Utilize strategies to balance serving as both a company and employee advocate
- **Review state and federal employment laws, including protected traits**
 - ◆ Laws include: Title VII, PDA, ADA, EPA, FMLA, etc.
- **Analyze HR's role in preventing and investigating harassment as well as creating a respectful workplace culture**
- **Identify the six steps to a successful recruitment and selection process**
- **Develop skills for effective and compliant record keeping and retention**
 - ◆ Personnel files, Form I-9, new hire reporting

“ I am very new to the legal side of HR, and all of the information from this course was a great basis of knowledge. I look forward to seeing situations in a new light with the knowledge I've gained from today. ”



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