



# Executive Professional Development

## Certificate in Managing Human Resources

### HIGHLIGHTS

You will:

- Identify ways and best practices to create the environment that is conducive to building a high level of engagement.
- Learn skills to ensure you have the right people in the right roles.
- Develop a personal plan of action with useful tools and templates to create a seamless recruiting process.

**Format** | Online

**Fee** | \$2,295

### CERTIFICATE OVERVIEW

The tools to successfully help you build your organization!

Build your career in Human Resource Management with a certificate packed with practical content and proven concepts to help you become a well-rounded HR practitioner. In Human Resource Management, practitioners are expected to be both knowledgeable and capable to make recommendations that will positively impact the growth of their organization. How will changes in demographics affect your organization's hiring practices, employee relations or performance management systems? Does your organization have appropriate policies in place? Are you ready to compete on a global stage for the best talent?

The *Certificate in Managing Human Resources* offers you an understanding of the many aspects and trends in the HR field and how they can be used effectively within your organization.

*Participants must complete the required seminar plus two electives within a two year period.*

### COURSES

**REQUIRED:**

**Human Resource Fundamentals**

October 2 - 4, 2024  
February 19 - 21, 2025

Examines the many aspects of an HR Practitioner's role and provides best practices and up to date approaches to effective implementation.

Facilitator: Brenda Fair, BA, CPHR

**ELECTIVES:**

**NEW Employee Development and Retention**

January 20 - 22, 2025  
May 21 - 23, 2025

Creating a high-performance system for employee engagement, productivity, and satisfaction.

Facilitator: Brenda Fair, BA, CPHR

**Emerging Trends in Human Resources**

November 4 - 6, 2024  
May 12 - 14, 2025

Gaining knowledge and skills to meet the HR needs of 21st century workers in the context of a global workforce.

Sylvie Thibault, BA, MBA

**NEW Talent Selection and Onboarding**

November 25 - 27, 2024  
April 9 - 11, 2025

Identify the best practices in creating a workplace that people want to join and stay.

Facilitator: Brenda Fair, BA, CPHR

*Online Courses Fall 2024 - Spring 2025 run 9 am - 1 pm (Atlantic time)*