



Course Title: *HR 101*

Course Description

There are many roles that the Human Resources/Organizational Development (HR/OD) department plays in the organization and many ways that we can assist you as a leader. In this course you will learn about the HR/OD functions related to your role as a leader, receive tools and resources to assist you with performing your HR responsibilities for your division/department and have an opportunity to apply what you have learned to real life situations you may face in your leadership role.

Learning Objectives

In this course you will:

- Learn HR/OD's role in the organization and how we can be a resource to you.
- Understand what laws and policies govern HR and how that affects you as a supervisor/manager.
- Receive tools and resources to assist you in managing your supervisory responsibilities.

Open to: Lead Workers, Supervisors and Above

Competencies Addressed: Ethics, Building Trust & Integrity, Organizational Knowledge

Course Length: Three Hours (1 hour e learning module and 2 hours classroom)

This course is conducted as a blended learning approach in two parts. Part 1 is a one hour e-learning module that you will be asked to view prior to attending Part 2. Part 2 will be classroom training that will give participants the opportunity to ask questions about the material or HR/OD topics/functions as well as apply the material to real life situations supervisors and managers typically face.