



HUMAN RESOURCES CERTIFICATE

Dates:

Seminar dates and descriptions can be viewed at mdi.missouristate.edu

Times:

One-day seminars
8:30 a.m.—4:30 p.m.

Half-day seminars
8:30 a.m.—12:30 p.m.

Location:

MDI Training Facilities
Glass Hall, Missouri
State University
Springfield, MO

Fees:

One-day seminars are typically \$189.
Half-day seminars are \$99.
Fee includes all materials and refreshment breaks

Registration:

After MDI receives your registration via phone, fax, email, mail or web you will receive a letter confirming the exact location, directions, and front door parking information.

Questions Call:

Stacey Trewatha-Bach
MDI Assistant Director
417-836-5667 or
800-733-3203 or visit
mdi.missouristate.edu

Any seminar topic can be delivered at your organization!

Organizational needs are placing high demands on the HR function and the ability to integrate HR disciplines into business strategy. MDI's Certificate program responds to this need by offering a series of topics that explore the role of HR and provides a conceptual framework, practical tools, legal updates and leading-edge best practices that can be applied immediately.

- Sharpen your analytical & decision-making skills
- Understand the latest processes in crucial management areas
- Develop confidence in your ability to direct & negotiate through change and innovation
- Valuable tools and techniques to effectively reach the goals of your organization

WHO WILL BENEFIT?

HR professionals in both the private and public sectors will benefit from the knowledge gained through the Certificate program. Both experienced and those new to the profession will learn the best practices and HR strategies to ensure organizational compliance and improve job value and performance.

- HR Directors & Specialists
- HR Analysts, Assistants, Coordinators & Clerks
- Benefit & Payroll Administrators
- Office Managers
- Small Business Owners

Organizations look to Certificate programs as

- A standard of performance
- A measurement of individual achievement
- Documentation of results

All seminars count toward
PHR/SPHR recertification!

HUMAN RESOURCES CERTIFICATE REQUIREMENTS

To complete the HR Certificate, participants must attend the core required course, HR Fundamentals plus a combination of seminar electives to equal a minimum of 60 contact hours.

One-day seminars are 7 contact hours and half-day are 4 hours. Electives are chosen from the seminar selection listed.

Upon completion of the minimum 60 contact hour requirement, participants will be presented a framed Certificate granted by MDI and the College of Business Administration at Missouri State University.

The Management Development Institute (MDI) is the outreach professional development division for the College of Business Administration at Missouri State University.

CERTIFICATE FAQ'S

How do I enroll in a Certificate program?

A certificate application should be completed toward the beginning of your coursework if pursuing the HR program. Applications can be completed during class time or found online under the MDI Certificate tab. There is no extra fee for participating in a Certificate program.

How long does it take to complete a Certificate?

Participants have up to 2 years to complete the requirements unless otherwise arranged.

Is there any testing involved to earn a Certificate?

No. MDI's seminars and courses are targeted to the adult learner and impact of learning is being assessed throughout the program through relevant activities, exercises, case studies and Q&A.

HR CERTIFICATE 2009/2010 SCHEDULE

HR Fundamentals (Core Course-does not have to be taken first)	September 16 or February 10
HR ELECTIVES-2009 /2010 (choose 8)	
Legal Issues in the Workplace	Sept 30 or Feb. 24
HR Documentation	October 15
Dynamic Communication & Interpersonal Skills	Oct. 22 or March 25
Investigative Procedures for Workplace Problems	October 28
Priority #1: Customer Service	November 6
Recruit Right - Hire Smart	November 11
Understanding Workers' Compensation	December 4
Strategic HR Planning: Secrets to Success	December 16
Orienting & Training Employees	March 10
Managing Compensation & Employee Benefits	March 24
Situational Leadership ®	April 8
Designing & Conducting Performance Appraisals	April 14
Improving Performance: Turn Around vs Turn Over	April 20
Effective Business Writing (4 hr class)	April 22
HR Critical Issues	May 12
Presentations with Confidence & Impact	June 4
NEW Human Resources Topic	TBA
NEW Human Resources Topic	TBA

