



HUMAN RESOURCE CERTIFICATE

LEARN FROM THE EXPERTS

Required course:

(Does not have to be taken first)

Essential Skills for HR Management

Elective courses:

(Partial list, choose nine)

Legal Issues Impacting the Workplace

Dynamic Communication Skills & Strategies

Managing Team Attitudes & Expectations

Creating a Customer Service Culture

Investigative Procedures for Workplace Problems

Recruit Right, Hire Smart, Retain Talent

Orienting & Onboarding New Employees

Engaging & Motivating Your Team

Powerful Presentations: Speak Like a Pro!

Human Resources Critical Issues

Coaching & Mentoring to Accelerate Potential

Developing Future Leaders through Success Planning

Designing & Conducting Performance Appraisals

For Women: Becoming a Powerful Force in Today's
Workplace

BECOME CERTIFIED

Organizations place high demands on the HR function and the ability to integrate HR decisions into business strategy. The Management Development Institute's **Human Resource Certificate** explores the role of the modern HR professional and provides practical tools, legal updates, and best practices that can be applied immediately.



REAL-WORLD TOPICS

Courses focus on timely, real-world topics and are led by expert instructors. Courses are typically six hours long and are held from 9:00 a.m. - 4:00 p.m.



ENDORSED BY THE PROS

Our Human Resource Certificate program is endorsed by the Springfield Area Human Resource Association. Experienced and new professionals will learn the best practices and HR strategies to ensure organizational compliance and improve job performance.



ACCREDITED THROUGH MISSOURI STATE UNIVERSITY

Earn a Human Resource Certificate granted by the Management Development Institute at **Missouri State University** after completing the 60 hours of training.