

# UNLV

UNIVERSITY OF NEVADA LAS VEGAS

## Human Resource Certificate Basic and Advanced

**CLASSES ARE**

**FALL 2009**

**Held at  
UNLV Paradise  
Campus  
851 E Tropicana**

**Questions?**

**Call  
895-3867 or**

**E-mail  
ann.tate@unlv.edu**

**Visit  
[http://edoutreach.  
unlv.edu](http://edoutreach.unlv.edu)**

*Increase your knowledge of human resource issues through these programs. Gain practical, applicable information that will enable you to be more valuable to your organization.*

**Sponsored by the  
Southern Nevada Human Resource Association**



**And**

**Educational Outreach  
Professional Development Center**



# Professional Certificates in Basic and Advanced Human Resource Management

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The Basic and Advanced HR Certificates are comprehensive programs which address issues of concern and relevance to those who perform personnel functions for their firms. Courses are selected by Educational Outreach through consultation with human resource management professionals, human resource consultants and business leaders. The certificates, recognizing educational achievement in the human resource management area, are awarded by the Division of Educational Outreach's Professional Development Center and the Southern Nevada Human Resource Association. Advanced courses may be taken toward the Basic Certificate requirements, but basic courses may not be used for the Advanced Certificate. **Both Basic and Advanced classes are appropriate for PHR/SPHR re-certification.**

## CURRICULUM

To receive a Basic Certificate you must complete any **four** of the courses listed in either the Basic or Advanced Course classes **plus** Essentials of Human Resource Management. Six additional classes earn the Advanced Certificate.

Two new courses have been added in different formats. The Business Writing class will be held on six consecutive Monday evenings, and the Facilitating Leadership: Training to Lead is a comprehensive and intensive three-day workshop. Each provides a new topic that can enhance your every-day human resource skills.

You may enroll in individual courses without intending to complete the certificate requirements. Each course will include an assessment, which could be a short quiz, an individual or group project or a combination. A pass/fail or a grade will be reflected. The Employment Law and Nevada Employment Law classes **do not** have to be taken in order; each stands alone. These employment law classes are taught from the practical application of laws in an HR setting.

## INSTRUCTORS

Instructors in this program are professionals in the industry. Many hold the PHR or SPHR designations and are members of the Southern Nevada Human Resource Association. They bring to the courses a wealth of real world experience and knowledge.

## **BASIC HUMAN RESOURCE MANAGEMENT PROGRAM REQUIRED:**

- **Essentials of Human Resource Management (two-day seminar)**

### **BASIC ELECTIVES:**

- Business Writing  
Fundamentals of Salary Administration  
Job Analysis and Preparing Job Descriptions
- Performance Management  
Recruiting and Interviewing Techniques  
Setting Up an HR Department
- Social Media for Communication Strategy

### **ADVANCED ELECTIVES:**

- Anti-Harassment Training (But Judge, I didn't Do It)
- Building a Salary Structure: Down to the Nitty Gritty
- Demonstrating HR Value through the use of Effective HR Metrics™
- Discipline and Termination
- Employment Benefits: Health Reimbursement & Savings  
Accounts, Section 125 Cafeteria Plans and Cobra
- Employment Law I
- Employment Law II
- Employment Law III
- Employment Law IV
- Equal Employment Opportunity: What does the EEOC Expect  
from Employers
- Facilitating Leadership: Training to Lead  
Generations in the Workplace – Making It Work  
Human Resource Issues in the Hospitality Industry  
Laws of Equal Opportunity, Affirmative Action, and Diversity  
Managing & Supervising Today's Workforce  
Men And Women: The Five Rules Of Engagement
- Nevada Employment Law I  
Nevada Employment Law II  
Nevada Employment Law III  
Pay for Performance: Building the Merit Pay Matrix and Costing  
the Pay Program Gritty
- Strategic Employee Recruitment and Retention: Building and  
Keeping a Diverse Workplace
- Strategic Management: Making HR a Business Partner
- Strategic Management: The Role of HR  
The Central Role of HR In Organizational Ethics™  
The Powerful Tool of Recognition  
Wage & Salary Survey Analysis Gritty  
Workplace Diversity & Its Impact on the Bottom Line

## **BUSINESS WRITING – B093GB6133**

Get it WRITE. No, get it RIGHT. This review of business writing will include sentence and paragraph structure so that they make sense and flow correctly. We will review grammar as we find it written, correct formatting for business letters, memos, reports, and emails. This is a participatory class. You will have writing assignments that will be analyzed, and will be part of the requirements for successful completion of the course. 1.8 CEUs

**What they're saying:** "Bliss was a great instructor. She gave me a better understanding of how to write in a business/office workplace."

**INSTRUCTOR:** Bliss Esposito

**DATE:** Mon. 6-9pm, Sept. 14 - Oct. 19

**LOCATION:** Beam Hall (BEH) Room 242

**FEE:** \$260 Includes materials, parking permit, and CEUs (6 sessions)

## **STRATEGIC MANAGEMENT-THE ROLE OF HR – B093CP6110**

In today's intensely competitive and changing global marketplace, sustaining a competitive advantage imposes a hefty premium on having a highly committed and competent workforce. As business conditions shift, HR practitioners are becoming strategic partners in business operations, playing proactive roles, rather than serving as passive administrators reacting to other business functions. They are moving from traditional roles of control and compliance to the leading-edge of strategic planning. Strategic HR means accepting a role as a partner in the formulation of the company's strategies, as well as in the implementation of those defined strategies through HR activities such as recruiting, selecting, training and development, retaining, and rewarding personnel. This session will include value-added tools that can be immediately put to use by HR practitioners. 0.6 CEU

**What they're saying:** "Sylvia is truly brilliant, an excellent instructor. She made the class interactive and interesting."

**INSTRUCTOR:** Sylvia R Schaerer, SPHR

**DATE:** Fri. 9am-4pm, Sept. 25

**LOCATION:** UNLV Paradise Campus (PAR) Room 103A

**FEE:** \$275 Includes materials, refreshments, light lunch, parking permit, and CEUs

## ESSENTIALS OF HUMAN RESOURCE MANAGEMENT – B093CP6113

For those just entering the Human Resources career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management, this course includes the basics of compensation, employment law in your workplace, effective recruitment and selection techniques, orienting and training your employees, and ensuring quality performance. You will receive the materials prepared for SHRM by the Holmes Corporation, the developers of the PHR/SPHR Learning System for HR Professionals. 1.2 CEUs

**What they're saying:** "MaryBeth was very informative. She did a wonderful job. She was knowledgeable and interjected real life experiences. This course is a great overview of the human resource field."

**INSTRUCTOR:** MaryBeth Hartleb, SPHR, Prism Human Resources Consulting Services

**DATES:** Thur. and Fri. 9 am-4 pm, Oct. 15 and 16

**LOCATION:** UNLV Paradise Campus (PAR) Room 125

**FEE:** \$585 Includes SHRM text, refreshments, light lunch, parking permit, and 1.2 CEUs

## MANAGER'S TOOLBOX 101 CERTIFICATE PROGRAM

Do you have any newly promoted managers in your organization? If so, then refer them to UNLV Educational Outreach's ***Manager's Toolbox 101 Certificate Program!***

This program is essential for all those who have just reached the manager's level or are hoping to achieve that goal in the near future. Consisting of four seminars, the program will provide basic information that all NEW managers should have as they deal with day-to-day issues in their organizations:

- Effective Communication
- Signature Service: Making Customer Service Second Nature
- Supervisory Skills: Knowing What To Do, When To Do It, and Why
- Reading Budgets and Understanding Financial Statements

Each course is offered in one day, from 9 am to 4 pm and includes materials, continental breakfast and lunch. Classes can be taken as part of the Manager's Toolbox 101 Certificate program or as individual courses. For more information about the program, please e-mail [cristen.kardeke@unlv.edu](mailto:cristen.kardeke@unlv.edu) or call 895-1022.

**NEW**

**FACILITATING LEADERSHIP: TRAINING TO LEAD- B093GB6140**

In these challenging times, every leader who runs a business organization or group, is a member of board of directors, serves on a committee, or leads a team will want to attend this training. Because today's leaders can no longer lead from the top down, they need to learn skills to address challenges with the help of those on the front line. Today's leaders don't need to have all the answers - but they do need to know how to capture the wisdom in their organization to problem-solve. This training focuses on learning how to be a facilitative leader and teaches the key tools and skills to: transform teams into teamwork; master the essential tools and techniques of facilitation and learn how to use those skills to become a facilitative leader; tackle process improvement challenges; coach employees for better performance; and generate participation and create buy-in for change initiatives.

This three-day, hands-on and highly interactive course will give you an opportunity to practice the skills you learn and leave with tools you can put to use immediately. See full brochure on website: <http://edoutreach.unlv.edu>. 2.1 CEUs

Ruth Urban, MS, is a Certified Professional Facilitator and organizational development specialist. She works with both seasoned and emerging leaders from the boardroom to the front line.

**INSTRUCTOR: Ruth Urban**

**DATES: Wed.-Fri. 8:30am-4:30pm, Oct. 21-23**

**LOCATION: UNLV Paradise Campus (PAR) 107**

**FEE: \$1495 Includes materials, UNLV certificate, refreshments, light lunch, parking permit, and CEUs**

**GO BACK  
TO  
GET AHEAD!**

## **SOCIAL MEDIA FOR COMMUNICATION STRATEGY – B093PR6115**

Social media describes the ever-increasing use of online technologies to share content, opinion, insight and experience. Collectively, these technologies shape more opinion than all other media combined and have changed the communication landscape. Become familiar with the expectations of experts already engaging in social media, such as reasonable transparency and authenticity.

Emphasizing practical, real-life case studies, we will review current social media technologies and applications now shaping online marketing and public opinion, including: blogs, news aggregators, social networks, digital media, presence applications and other public relations efforts.

You will learn how to better communicate online without allowing the medium to change your message. We will also learn important lessons from the most compelling social media case studies of high profile crisis communication events.

You and your staff will leave this workshop with new, possibly revolutionary, ideas about how your organization, your stakeholders, and clients can benefit from the right social media communication strategy. This course is applicable to either the HR or the Public Relations certificate .6 CEU

Your instructor is an accredited business communicator and president of Copywrite, Ink., a strategic communication and writing services firm with clients worldwide. As one of the early innovators in social media, he works with the fastest-growing blogger social network on the Internet to develop social media marketing and public relations solutions.

**INSTRUCTOR: Richard R. Becker, ABC**

**DATES: Fri. 9am-4pm, Nov. 6**

**LOCATION: UNLV Paradise Campus (PAR) Room 140**

**FEE: \$275 Includes, materials, refreshments, light lunch, parking permit, and CEUs**

## **NEVADA EMPLOYMENT LAW I - B093CP6144**

If you are employed or employ others in Nevada, your employment relationship is subject to both federal and state laws. Does one set have priority over the other? Do the two sets of laws dictate the same thing? If federal and state laws conflict, which do you follow? These three seminars will answer these and more Nevada employment relationship questions.

In this first of the series (they do not need to be taken in any particular order) you will study the Nevada Revised Statutes, NRS, Title 53 - Labor and Industrial Relations, Chapters 607-612. Topics will include: The Nevada Labor Commissioner, Compensation, Wages and Hours, Employment of Minors, Apprenticeships, Employment Agencies and Offices, and Unemployment Compensation. The classes will be updated to reflect any changes made during the 2009 Legislative session relative to these topics.

You will receive a detailed summary of the Nevada Revised Statutes, Title 53, Chapters 607-612 as part of the course materials. .6 CEU

**What they're saying:** "Gary is very knowledgeable. He instruction was very helpful and he made the material applicable to my day-to-day work. He was able to cover a lot of material in a short amount of time."

**INSTRUCTOR: Gary Cottino, SPHR, Manager, Human Resources Southern Nevada Division, Southwest Gas Corporation**

**DATE: Fri. 9 am-4 pm, Nov. 13**

**LOCATION: UNLV Paradise Campus (PAR) Room 125**

**FEE: \$275 Includes materials, refreshments, light lunch, parking permit, and CEU.**

## PERFORMANCE MANAGEMENT - B093CP6112

In a world of increased competition with a strong focus on results, performance management is a critical challenge for employers. We will examine the entire performance management process - from the date of hire to the date of termination. We will discuss performance management systems, evaluation methods, samples of appraisal forms, documentation of performance and strategies for linking performance to selection, compensation, and training. We will discuss employee coaching models and the importance of maintaining objectivity, fair and equitable treatment among employees and the legal considerations of any evaluation model. We will also discuss innovative approaches to managing performance; some of which include a trend towards abolishing performance systems altogether. .6 CEU

**What they're saying:** "Mary Beth is a very knowledgeable instructor – fantastic! She was able to explain things in a very clear manner and didn't make it boring."

**INSTRUCTOR:** Mary Beth Hartleb, SPHR, PRISM Human Resource Consulting Services, LLC

**DATE:** Fri. 9 am-4 pm, Dec. 11

**LOCATION:** UNLV Paradise Campus (PAR) Room 107

**FEE:** \$275 Includes materials, refreshments, light lunch, parking permit, and CEU.

REGISTER BY MAIL, ONLINE OR CALL 895-3394. For more information, e-mail [ann.tate@unlv.edu](mailto:ann.tate@unlv.edu) or call 895-3867.

### PHR/SPHR – PROFESSIONAL IN HUMAN RESOURCES – CERTIFICATION PREPARATION AND REVIEW

Evening or weekend format with  
classes beginning in September

Call 895-3707 for brochures  
Questions?

VISIT OUR WEBSITE AT <http://edoutreach.unlv.edu>  
Or call Ann Tate 895-3867 or e-mail [ann.tate@unlv.edu](mailto:ann.tate@unlv.edu)

UNLV is an AA/EEO Institution

## ***Customized Contract Training***

The Professional Development Center at UNLV is your headquarters for all types of custom-designed educational/training programs. We know how to design, deliver, manage and coordinate the educational programs your organization needs. We specialize in helping to make you more competitive, productive, efficient and professional.

We can develop customized training utilizing both practitioners in a particular field and UNLV faculty to give you the most current and relevant information. High-end computer labs are available as well as classrooms. Topics developed have included but are not limited to

- Human Resources
- Communication
- Computer Applications & IT
- Customer Service
- Management
- Operational Excellence
- Protective Services
- Purchasing
- Supervision
- Website development and support

Please **call Chris Schearer at (702) 895-3598** to discuss your specific educational needs and allow us to explain why customized contract training works so well.

# REGISTRATION FORM

I wish to register for the following class(es):

- [ ] **BUSINESS WRITING**  
B093GB6133, \$260, Mon., 6-9 pm, Sept. 14 – Oct. 19, 2009
- [ ] **STRATEGIC MANAGEMENT – THE ROLE OF HR**  
B093CP 6110, \$275, Fri., Sept. 25, 2009
- [ ] **ESSENTIALS OF HUMAN RESOURCE MANAGEMENT**  
B093CP6113, \$585, Thur. & Fri., Oct. 15 & 16, 2009
- [ ] **FACILITATING LEADERSHIP: TRAINING TO LEAD**  
B093GB6140, \$1495, Wed. – Fri., 8:30-4:30pm, Oct. 21-23, 2009
- [ ] **SOCIAL MEDIA FOR COMMUNICATION STRATEGY**  
B093PR6115, \$275, Fri., Nov. 6, 2009
- [ ] **NEVADA EMPLOYMENT LAW I**  
B093CP6144, \$275, Fri., Nov. 13, 2009
- [ ] **PERFORMANCE MANAGEMENT**  
B093CP6112, \$275, Fri., Dec., 11, 2009

**All classes will be held at UNLV Paradise Campus 851 E. Tropicana Ave.**

Enclosed is my check for \$ \_\_\_\_\_ made payable to the Board of Regents.

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DAY PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

VISA, Discover, MasterCard or American Express

# \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

**MAIL TO:** University of Nevada, Las Vegas; Division of Educational Outreach;  
4505 S. Maryland Parkway, Box 451019; Las Vegas, NV 89154-1019.

**BY PHONE:** You may register by phone with VISA, MasterCard, Discover or American Express cards by calling (702)895-3394. Please have class title, start date, credit card number, and expiration date ready.

**BY FAX:** Educational Outreach, University of Nevada, Las Vegas  
(702)895-4195.

**REFUND POLICY:** All requests for refunds must be received in writing, prior to the start of the class. They can be faxed to 895-4195, attention Ann. A \$25 administrative fee will be deducted from requests received 24 hours prior to the class, and no refunds will be issued after the class has started.

<http://edoutreach.unlv.edu/registration/registration2.html>



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