

HUMAN RESOURCE CERTIFICATES

Basic and Advanced

Classes are

- Not sequential
- Held monthly at
UNLV Paradise
Campus
851 E. Tropicana

*The Basic and Advanced
Human Resource
Certificates will increase
your knowledge of human
resources and provide you
with 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*

Questions?

Call 895-3867 or

E-mail

ann.tate@unlv.edu

<http://edoutreach.unlv.edu>



Professional Certificates In Basic And Advanced Human Resource Management

This comprehensive program addresses issues of concern and relevance to those who perform personnel functions for their firms. Courses are selected 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 upon completion of courses offered through the program. 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 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. 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 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.

"I have been pleasantly surprised with the talent that has been selected for these classes." Jessica S.

COURSES

BASIC HUMAN RESOURCE MANAGEMENT PROGRAM

Required:

- Essentials of Human Resource Management (two-day seminar) offered in the Spring and Fall

BASIC ELECTIVES:

Fundamentals of Salary Administration
Job Analysis and Preparing Job Descriptions
Performance Management
Recruiting and Interviewing Techniques
Setting Up an HR Department

ADVANCED ELECTIVES:

- Anti-Harassment Training (But Judge, I Didn't Do Anything)
 - Building a Salary Structure: Down to the Nitty Gritty
 - Cultivating a High Performance Team (ONE TIME OFFER)
 - 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
 - Human Resource Issues in the Hospitality Industry
 - Managing & Supervising Today's Workforce
 - 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
 - Personnel Mediation (two-day seminar)
 - Generations in the Workplace – Making It Work
 - Sexual Harassment in the Workplace
 - Strategic Management: Making HR a Business Partner
 - Strategic Management: The Role of HR
 - The Powerful Tool of Recognition
 - Wage & Salary Survey Analysis
 - Workplace Diversity & Its Impact on the Bottom Line
- Classes that are offered Summer and Fall Terms 2008. Additional classes will be added for fall brochure, mailed in August.

EMPLOYEE BENEFITS: HEALTH REIMBURSEMENT SAVINGS ACCOUNTS, SECTION 125 CAFETERIA PLANS, AND COBRA – B082CP6141

This advanced-level class will give you an understanding of these four benefit plans. You will learn how the plans work and benefit employer and employees, and the tax implications for all those concerned. You'll be able to discuss the tax implications of HRAs and FSAs, identify retirement values and distributions, and review funding options for employers and employees. .6 CEU

Mark Dennis began his career in the insurance industry with New York Life in 1981. Dennis Financial Services was formed in 1987 as a full service employee benefits firm and he later formed a partnership to create Strategic Money Management Advisors and later a third party administrator organization, dedicated solely to promoting HSA, HRA and 105 plans as an alternative to traditional HMOs and PPOs. He has presented to the Southern Nevada Association of Human Resources, the Southern Nevada Society of CPAs, the local Financial Planning Association, Legal Administrations, Institute for Management Accountants and other prestigious professional organizations.

What they're saying: "It's refreshing to have an instructor that breaks the confusing elements into laymen terms." "Great pace and great info." Kathryn E. said "Very informational – material presented was easy to understand. Questions were encouraged." "Mark is very knowledgeable and is a very good presenter."

INSTRUCTOR: Mark Dennis

DATES: Fri. 9 am-4 pm, June 20

FEES: \$250 includes materials, refreshments, light lunch, parking permit, and .6 CEU

OF INTEREST

Negotiation Skills for the Business Professional

082GB6130

Tue., 8:30 a.m.-4 p.m., May 20

\$259

NEW

GENERATIONS IN THE WORKPLACE: MAKING IT WORK – B082CP6111

The expectations of workers in each generation are different, so how do you meet those expectations and maintain an equitable environment? How do you manage people from a variety of generations as a single team, yet accomplish the business goals? What happens when younger people try to manage others who are old enough to be their parents or even grandparents? How do you avoid discord created by common perceptions of each generation?

With the predicted shortage of workers, companies have to explore what the different generations are, the characteristics of each, and how to keep skilled workers longer. We will discover what appeals to workers in the different generations and delve into how some companies are meeting the diverse expectations of the workforce. Through our discussions and activities, you will leave with practical ideas for your multi-generational workplace. .6 CEU

Your instructor is Training & Recruitment Manager, GES Exposition Services. She has over 20 years experience in training, and in recruiting and interviewing, having been on the team that opened the Paris Hotel, when over 9000 individuals were interviewed. Her expertise is in recruiting, training and curriculum development. Having conducted hundreds of training session, her presentation skills make the class exciting and interesting as well as informative.

What they're saying: "Gail is an absolutely great instructor. She has great class participation and discussions – very informative." "Very knowledgeable. Great speaker." "Truly enjoyed this seminar. Lots of good information and the group interactions."

INSTRUCTOR: Gail Griffin

DATES: Fri. 9 am-4 pm, July 11

FEES: \$250 includes materials, refreshments, light lunch, parking permit, and .6 CEU

Gene Mauch said:

"You can't lead anyone else further than you have gone yourself."



NEW ONE TIME ONLY OFFER

CULTIVATING HIGH PERFORMANCE TEAMS – B082GB3126 WILL COUNT AS AN ADVANCED CLASS

Job effectiveness requires working together in ways that truly challenge the boundaries of conventional thinking. Attend this highly interactive seminar and supercharge your work force by learning and applying critical principles that will inspire your team to greatness. Topics include strengthening verbal and non-verbal communication skills, using “listening to win”, mastering emotional intelligence, how to use the “five minute vacation” to decrease pressure and release stress, using nine “human hot buttons” to influence people, learning how “team work makes dream work”, and core principles of personal leadership.

Your instructor is the CEO of Ketter Development, Inc., and a former news anchor and on-air personality with Fox 11 News, KTTV, in Los Angeles. His high performance training client list includes McDonald’s, Hilton Hotels, Xerox Corporation, Circuit City, Citibank, Booz Allen Hamilton, McCarran International Airport, United States Postal Service, and Tony Roma’s.

INSTRUCTOR: Greg Ketter, CEO Ketter Development, Inc.

DATES: Fri. 8:30 am-4:30 pm, July 25

FEES: \$189 includes materials, refreshments, light lunch parking permit, and .6 CEU

EMPLOYMENT LAW I -B082CP6129

The human resource profession is the most heavily regulated in the United States. How do you cope with the 33 major federal laws and state statutes you have to deal with on a daily basis? You will study key aspects and points of the following labor/management laws and regulations: the Fair Labor Standards Act of 1938, the National Labor Relations Act of 1935 (Wagner Act), and the Labor-Management Relations Act of 1947 (Taft Hartley Act). Law classes are not sequential. .6 CEU

Your instructor holds the SPHR designation from the national Society for Human Resource Management. He is a Past President of the local Southern Nevada Resource Association as well as Director of the SHRM Nevada Chapter. He has been active in teaching the PHR/SPHR

preparation course as well as courses within the Basic and Advanced Human Resource Certificate Program. His classes have been highly evaluated because of his wealth of experience and his ability to deliver law classes with humor.

What they're saying: *"Gary really knows his stuff! I learned a lot. "Gary was thorough, professional and interesting. He answered all questions very well." "The instructor made the material interesting with good rapid discussion and I liked his jokes."*

INSTRUCTOR: Gary Cottino, SPHR

DATES: Fri. 9 am-4 pm, Aug. 15

FEES: \$250 includes materials, refreshments, light lunch, parking permit, and .6 CEU

EMPLOYMENT LAW II – B083CP6133

Employment Law II looks at the 33 major federal laws that govern the profession. You will study key aspects and points of the following laws and regulations: Title VII, Civil Rights Act of 1964, Family and Medical Leave Act of 1993, Age Discrimination in Employment Act of 1967, and the Immigration and Naturalization Act of 1996. You will receive a detailed summary of each law as part of the course material. .6 CEU

What they're saying: *"Gary is always informative and enthusiastic in his teaching. I will always take a class that he is instructing. Very detailed and has very good examples." "Gary keeps it moving – Excellent!"*

INSTRUCTOR: Gary Cottino, SPHR

DATES: Fri. 9 am-4 pm, Oct. 3

FEES: \$250 includes materials, refreshments, light lunch, parking permit, and .6 CEU

CHECK OUT

PayTrain For Payroll Specialists

<http://edoutreach.unlv.edu/catalog/paytrain.html>

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT – B083CP6113

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 (a \$195 value) prepared for SHRM by the Holmes Corporation, the developers of the PHR/SPHR Learning System for HR Professionals. 1.2 CEUs

Ms. Hartleb has spent almost twenty years in the human resources field working for Fortune 500 companies while also developing human resource departments for smaller, entrepreneurial ventures. With a diverse background in human resources, she has worked in the areas of recruiting and staffing, training, compensation, benefits design and administration, policy and procedure development, mergers and acquisitions, OSHA compliance and employee and labor relations. She has worked in various industries including gaming, restaurant, telecommunications, broadcasting, and non-profit organizations. Ms. Hartleb holds a juris doctorate degree from the William S. Boyd School of Law, a master's degree in Human Resource Management and a bachelor's degree in Marketing and Business Administration from Upsala College. She earned her Senior Human Resource Professional (SPHR) designation as well as the California employment law designation from the Society for Human Resource Management. She owns a consulting company, PRISM Human Resource Consulting Services, LLC.

What they're saying: *This was a great overview of the entire HR umbrella." Jill J. said "Learned valuable skills that I can use in current job." "Instructor was excellent; well prepared, and offered real-world application."*

INSTRUCTOR: MaryBeth Hartleb, SPHR, PRISM Human Resource Consulting Services

DATES: Thur. & Fri. 9 am-4 pm, Oct. 9 and 10

FEES: \$575 includes SHRM text (\$195 value), refreshments, light lunch, parking permit, and .6 CEU

PERSONNEL MEDIATION – B083CP6122

Mediation - for many the word conjures up images of national labor disputes impacting the lives of thousands of people. Yet how many times in the last month have you heard employees complain about work assignments, the loss of food in the break room refrigerator, parking spaces, preferential treatment of a co-worker, or personality conflicts. These are also examples of labor strife. Learn how mediation can be used to resolve the disputes and get the employees back on their productive track. This course is interactive and multi-sensory, emphasizing dialogue and participation. 1.2 CEUs

Charlotte Kiffer is a member of the Mediators of Southern Nevada, Inc., the Association for Conflict Resolution, the Southern Nevada Human Resource Association, and she has been a professional mediator since 1985. Since 1999 she has been mediating EEO issues for US Postal Service. Charlotte has written about mediation, has been interviewed on local radio and television about the subject, and conducts trainings and workshops on mediation and conflict resolution. Charlotte is assisted in this program by Jean Peyton and her friend, Geiger, who Charlotte serves with on the Blindconnect Board of Directors.

What they're saying: "Jean and Charlotte are terrific, friendly, knowledgeable, and humorous. They provided excellent material and essential skills for anyone in Human Resources."

INSTRUCTOR: Charlotte S. Kiffer, M.S., Owner, Alternative Solutions Services, Jean Peyton Co-Instructor

DATES: Thur. & Fri. 9 am-4 pm, Nov. 13 and 14

FEES: \$495 Includes materials, refreshments, light lunch, parking permit, and .6 CEU (2 sessions)

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

PHR – PROFESSIONAL IN HUMAN RESOURCES – CERTIFICATION PREPARATION AND REVIEW

PHR/SPHR – CERTIFICATION PREPARATION – The Learning System™ Course.

Enhance your credentials. Preparation for the nationally recognized and prestigious PHR (Professional in Human Resources) or SPHR (Senior) designation from the Society for Human Resource Management or obtain re-certification credit, using the Learning System.™

The SHRM Learning Systems modules contain six knowledge areas with each topic assigned a different weighting for the PHR/SPHR tests. The course weights the information delivered in the same percentages and includes mock exams, pre-test and test taking strategies. Pass rates are consistently higher for those who have completed the university-sponsored preparation programs.

This program is offered in instructor-led evening or weekend sessions, beginning in September 2008. Call (702) 895-3707 for a complete brochure. Visit our website at http://edoutreach.unlv.edu/catalog/phr_sphr_certification.html

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 or 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
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- Protective Services
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Visit our website at <http://edoutreach.unlv.edu>

REGISTRATION FORM

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

- [] **EMPLOYEE BENEFITS: HEALTH REIMBURSEMENT-B082CP6141**
\$250, Fri., June 20, 2008
- [] **GENERATIONS IN THE WORKPLACE: MAKING IT WORK-B082CP6111**
\$250, Fri., July 11, 2008
- [] **CULTIVATING HIGH PERFORMANCE TEAMS-B082GB3126**
\$189, Fri., July 25, 2008
- [] **EMPLOYMENT LAW I-B082CP6129**
\$250, Fri., Aug. 15, 2008
- [] **EMPLOYMENT LAW II-B083CP6133**
\$250, Fri., Oct. 3, 2008
- [] **ESSENTIALS OF HUMAN RESOURCE MANAGEMENT-B083CP6113**
\$575, Thur. & Fri., Oct. 9 and 10, 2008
- [] **PERSONNEL MEDIATION-B083CP6122**
\$495, Thur. & Fri., Nov. 13 & 14

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**.

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Last First M.I.

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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, Discover, MasterCard or American Express cards by calling **(702) 895-3394**. Please have class title, start date, credit card number, expiration date and social security number ready.

BY FAX: Division of 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.



Human Resource Certificates/Basic and Advanced

Division of Educational Outreach
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Las Vegas, NV 89154-1019

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