
Increase your expertise and your value with the HR Academy Essentials



The HR Academy Essentials courses focus on the unique field of human resources exclusively in the public sector. Taught by public-sector experts, these courses are an innovative resource to help you develop the skills and practices of HR professionals.

PRACTICAL LESSONS

These courses will increase your knowledge, skills and professionalism through practical, hands-on exercises and projects that simulate real-world situations. Our courses also promote the development of peer networks, which support the profession as well as the professionals that attend.

WHO SHOULD ATTEND?

The HR Academy Essentials courses are designed for state HR directors and staff. Whether you are a new in the HR field and developing your skills, an experienced specialist looking for broad-spectrum HR training, a private-sector professional transitioning to the public sector or a practitioner in a decentralized HR organization, there is a course for you.

COURSE LOCATION

Commons Learning Center
10100 Burnet Road, Bldg. 137
Austin, TX 78758

COST

\$195/person per course (includes parking). Sign up for all four courses and receive a 5% discount.

Please note: If you're taking all four classes please email TrainingCenter@cps hr.us so we can apply the 5% discount.

REGISTER TODAY!

Online: [HR Academy for Texas](#)

Email: TrainingCenter@cps hr.us

Call: (916) 471-3312

“The CPS HR instructor did a great job using lots of actual examples and his personal experiences to drive home key points in the course. He brought a high level of energy and enthusiasm to the subject, making it more interesting and relevant to the participants.”

- HR Academy Student (taken from an evaluation)

<p>HRCI Certified</p> <p>These courses have been approved for 13 HR (General) recertification credit hours toward aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through HR Certification Institute® (HRCI®). For more information about certification or recertification, please visit the HR Certification Institute website at www.hrci.org.</p>	
 <p>Fundamentals of HR</p> <p>Learn what it takes to be an HR professional in today’s rapidly changing public sector. This course provides an overview and context for the unique aspects of public-sector HR. Participants will be introduced to the value of human resources as a business partner while also supporting public-sector merit principles, ethics and culture.</p>	<p>1 Day: August 17, 2017</p>
 <p>Recruitment & Selection</p> <p>Identify, attract and retain top talent using the methods learned in this class. This course explores how to position public-sector organizations as employers of choice, as well as ways to recruit and retain productive employees in the current environment. Participants address technology in recruitment and prepare a total recruitment and selection plan.</p>	<p>1 Day: September 28, 2017</p>
 <p>Job Analysis</p> <p>Learn how to conduct a job analysis and use the data throughout the employment lifecycle. Participants learn how to collect job analysis data using several different job analysis methodologies and how to use that data for multiple purposes.</p>	<p>1 Day: October 26, 2017</p>
<p>HR Compliance with EEO and FMLA</p> <p>Learn about Equal Employment Opportunity (EEO) and the federal laws which prohibit unlawful discrimination, harassment, intimidation, or coercion in employment, and provision of services based on age, race, sex, color, religion, national origin, political affiliation, ancestry, marital status, sexual orientation, pregnancy, childbirth or related medical condition, or disability.</p> <p>Learn about FMLA which give employees the right to job-protected leave under certain circumstances. Knowledge and understanding of FMLA will help you to comply with your organization’s legal obligations, to implement policies and manage leave requests properly and consistently.</p>	<p>1 Day: November 16, 2017</p>