

# HR Rep Certificate Program 2016 Calendar at a Glance

Please note that dates and topics are subject to change.

For a complete listing and more details visit: <http://www.learningservices.emory.edu/>

## HR Rep: Benefits Basics (Course # 235000)

During this session, participants will gain a basic understanding of the Benefit programs Emory offers. They will also know how to troubleshoot and escalate potential employee benefit issues.

*Presenter: Tia Favors, Benefits Specialist, Human Resources*

- Wednesday, March 9, 2016, 1:30pm-4:30pm, 1599 Clifton Road, Rm. 1D
- Tuesday, May 18, 2016, 9:30am-12:30pm, 1599 Clifton Road, Rm. 1D
- Tuesday, August 23, 2016, 1:30pm-4:30pm, 1599 Clifton Road, Rm. 1D

## HR Rep: Compensation 101 (Course # 235011) **(Part 1, prerequisite for Part 2)**

This course will review basic compensation principles and how they are applied at Emory University. Topics include how to prepare a job description and the basics of the Fair Labor Standards Act (FLSA).

*Presenter: Debra R. Smith, Manager, Compensation, Human Resources*

*Presenter: Melinda Wilson, Compensation Consultant, Senior, Human Resource*

- Tuesday, March 22, 2016 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D
- Tuesday, October 10, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D

## HR Rep: Compensation 102 (Course # 235012) **(Part 2, must attend Part 1 before enrolling)**

This course will review some of the complex Compensation functions and the process used to make related decisions. Topics include how market data is used to determine the value of a job and Emory's Compensation Principles.

*Presenter: Debra R. Smith, Manager, Compensation, Human Resources*

*Presenter: Melinda Wilson, Compensation Consultant, Senior, Human Resource*

- Tuesday, March 29, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 6.125
- Wednesday, October 26, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D

## HR Rep: Data Services Fundamentals (Course # 200692)

*Presenter: Susan Newborn, Manager, Data Services, Human Resources*

- Tuesday, June 28, 2016, 1:00pm-2:30pm, 1599 Clifton Road, Rm. 1D
- Monday, March 14, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm 1D
- Friday, March 18, 2016, 10:00am – 12:00pm, 1599 Clifton Road, Rm 1D

## HR Rep: Data Services – I9 Training (Course # 200648)

*Presenter: Susan Newborn, Manager, Data Services, Human Resources*

- Monday, February 8, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D

## HR Rep: FSAP Advanced (Course # 200440) **Prerequisite: (Must complete HR Toolkit FSAP session online before enrolling for this session)**

This course will explore the comprehensive services and resources offered through Emory's internal employee assistance program, the Faculty Staff Assistance Program (FSAP). HR Toolkit, FSAP Overview is a pre-requisite for this class.

*Presenter: Robin Huskey, Manager, Education and Outreach, Faculty Staff Assistance Program*

- Wednesday, Tuesday, April 20, 2016, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
- Wednesday, August 10, 2016, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D



### **HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace (Course # 200449)**

Participants will learn about the role of the HR Rep in today's flexible workplace. The facilitator will lead group discussion about the drivers and impact of workplace flexibility on both the individual and the organization. Participants will gain a greater understanding to characteristics that make up a flexible work environment and learn more about the various arrangements and options that can be utilized to help organizations and their employees effectively manage both work and personal responsibilities. Attendees can expect to gain insight to the prevalence and attitudes towards workplace flexibility at the university and how to address common barriers that prevent it from being successful. They will leave this class with a greater understanding of best practices, and an increased awareness to resources available to help units on campus interested in creating and managing a more flexible work environment.

*Presenters: Audrey Adelson, Manager, Human Resource: WorkLife Resource Center*

- Thursday, March 24, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm.1D
- Tuesday, October 25, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm.1D

### **HR Toolkit (Course # 200045)**

This course is designed as an overview of essential human resources practices and procedures for those with human resources responsibilities in their departments. Participants will gain an understanding the components and functions of the Human Resources Division.

- **Offered Online only (must complete all the sessions under the course)**

### **HR Rep: WorkLife Center Overview (Course # 235007)**

This course will provide participants with an introductory overview of the programs & services housed in the Emory WorkLife Resource Center. The session will include an overview of the history of the Work-Life Initiative and the work of the Work-Life Task Force.

*Presenter: Aaronnette McFarland, Work-Life Associate, Human Resources*

- Tuesday, April 26, 2016, 10:00am-11:30am, 1599 Clifton Road, Rm. 1D
- Thursday, September 22, 2016, 10:00am-11:30am, 1599 Clifton Road, Rm. 1D

### **Bringing the World to Emory Basics Hiring Foreign Nationals (Course # 235001)**

This session will focus on the J-1 Exchange Visitor Program and H-1B employment; the two most common immigration statuses used for employees/visiting scholars at Emory University, as well as provide an overview of other non-immigrant statuses that allow for employment.

*Presenter: Stephanie Roberts, Assistant Director, Office of International Student and Scholar Programs*

- Friday, January 15, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, February 12, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, March 11, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, April 15, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, May 13, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, June 10, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, July 15, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, August 12, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, September 16, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, October 14, 2016, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, November 11, 2016, 9:00am -12pm, North Decatur Building, Suite 130

### **Family Medical Leave Act (FMLA) Training (Course # 200464)**

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. Participants will learn how FMLA provides for the continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

*Presenter: Sharmel Gonzalez, Employee Relations/Organizational Development Associate, Human Resources*

- Tuesday, March 8, 2016, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
- Wednesday, June 1, 2016, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
- Tuesday, September 27, 2016, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D

### **Intimate Partner Violence: Awareness, Response and Prevention (Course # 200450)**

This course will identify: the types, signs/symptoms, and impact of intimate partner violence (IPV); workplace response measures regarding policies/procedures, safety, resources, support and confidentiality; the role of HR Reps and supervisors in responding to and supporting employees who are impacted by IPV; and prevention strategies.

*Presenter: Human Resources Employee Relations, Faculty Staff Assistance Program and Emory Police Department*

- Thursday, March 3, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1.432
- Wednesday, August 31, 2016 10:00am-12:00pm, 1599 Clifton Road, Rm 1.432

### **Emergency Preparedness for HR (Course # 200652)**

This class is a lecture-based presentation covering the basics of all-hazards emergency preparedness, specific to the Emory campuses and enterprise. Half of the class will be devoted to the essential topic of fire safety and the other half will deal with the various other types of hazards/threats that may occur. Emergency notification basics and initial response actions will be covered for all the basic hazards (ie- structure fire, tornado, hazardous material release, active shooter incident, etc...)

*Presenter: James Zerylnick and Bridget Steele-Mourao, Operations and Training (CEPAR)*

- Thursday, June 16, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D
- Wednesday, October 12, 2016, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D