HR Rep Certificate Program 2015 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/](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 11, 2015, 1:30pm-4:30pm, 1599 Clifton Road, Rm. 1D
  - Tuesday, May 19, 2015, 9:30am-12:30pm, 1599 Clifton Road, Rm. 1D
  - Wednesday, August 12, 2015, 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*
  - Thursday, March 12, 2015 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D
  - Thursday, October 8, 2015, 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*
  - Thursday, March 26, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 6.125
  - Thursday, October 22, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D

**HR Rep: Data Services Fundamentals**
*Presenter: Susan Newborn, Manager, Data Services, Human Resources*
  - Thursday, June 18, 2015, 1:00pm-2:30pm, 1599 Clifton Road, Rm. 1D

**HR Rep: FSAP Advanced 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*
  - Tuesday, April 21, 2015, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
  - Tuesday, August 11, 2015, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace

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, HR: WorkLife Resource Center
- Wednesday, March 25, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm.1D
- Tuesday, October 20, 2015, 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
- Thursday, April 30, 2015, 10:00am-11:00am, 1599 Clifton Road, Rm. 1D
- Tuesday, September 15, 2015, 10:00am-11:00am, 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 16, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, February 13, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, March 13, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, April 17, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, May 15, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, June 19, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, July 17, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, August 14, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, September 18, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, October 16, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, November 13, 2015, 9:00am -12pm, North Decatur Building, Suite 130
- Friday, December 11, 2015, 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 10, 2015, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
- Wednesday, June 3, 2015, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D
- Wednesday, September 23, 2015, 9:30am-11:30am, 1599 Clifton Road, Rm. 1D

Intimate Partner Violence: Awareness, Response and Prevention
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
- Tuesday, March 24, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D
- Wednesday, October 21, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D

Emergency Preparedness for HR
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)
- Tuesday, June 16, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D
- Thursday, October 15, 2015, 10:00am-12:00pm, 1599 Clifton Road, Rm. 1D