



## For 2009, NAE has **12 HRCI** Approved classes *in addition to the 6 HR Essentials* classes

The Human Resource Certification Institute (HRCI) is an independent, internationally recognized certifying body for the HR profession and an affiliate of the Society for Human Resource Management (SHRM). HRCI certifications require professionals to demonstrate their expertise in the core principles of HR practice and the application of those principles.

NAE offers the following classes individually, or as a workshop of the six sessions, under the title **HR-Essentials: a review & update**. The topics offered are presented by experts in their field and deal with legislative / regulatory information as an on-going learning focus for HR professionals.

- Workers Compensation
- Family and Medical Leave Act
- Workplace Safety
- Discrimination and Harassment Update
- Americans with Disabilities Act
- Proper Record Retention

### 2009 classes with **HRCI** approval:

- ~ Interviewing Skills: *for effective interviews*
- ~ Employee Handbooks: *what to do and what not?*
- ~ Communicating with Hispanics: *practical solutions in a culturally diverse workplace*
- ~ Employee Relation conflicts: *a toolkit for problem solving*
- ~ Company Benefit Programs: *the fundamentals & on-going management* ~ **Strategic credits!**
- ~ Train the Trainer: *help your on-the-job trainers*
- ~ Cobra Update Seminar
- ~ Job Descriptions: *how to write and how to use*
- ~ Behavioral Interviewing: *finding out who the applicant really is!*
- ~ Performance Appraisal Skills: *improve performance reviews*
- ~ On-Boarding: *a retention tool*
- ~ Three "C Forms" of Workers' Compensation

For more information, please visit this site: <http://www.hrci.org/CEPreApprovals/DAP/>

"The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit"