



CONTINUING EDUCATION

Course Outline

HR Essentials for Managers

This course is designed provide an overview of the basic HR laws and practices managers and supervisors need to know to be successful. Topics include employment laws, legally hiring and firing and navigating the Family Medical Leave Act and other leave laws. Not knowing these essentials as a manager can result in costly legal problems for your employer and for yourself. This class will give you the basic foundation to manage the supervisory HR functions successfully.

Who Should Take This Course?

This course is designed for new supervisors or experienced supervisors who want to successfully navigate the HR maze while hiring and managing employees.

Course Objectives

- Understand the most common state and federal employment laws that apply in the workplace
- Hire the best candidates using legal interviewing techniques
- Recognize harassment and sexual harassment in the workplace
- Identify ways to improve performance and how and when to apply corrective action
- Understand FMLA and other state and federal leave laws

Course Info

- Length: 6 hours
- Format: Classroom instruction and group activities
- Prerequisite: None

Course Content

Understand the most common state and federal employment laws that apply in the workplace

- Learn how to stay in compliance with the most common employment laws
- Identify which employment laws apply in which situations
- Define the roles of the EEOC and Washington State Human Rights Commission and what to do if an employee files a claim
- Evaluate real discrimination claims and identify important facts in the cases

Hire the best candidates using legal interviewing techniques

- Learn how to develop interview questions using the job description
- Understand how bias plays in the interview process
- Identify a bona fide occupational qualification (BFOQ) and how it applies in an interview
- Write behaviorally based interview questions
- Prepare in advance for successful interviews

Recognize harassment and sexual harassment in the workplace

- Know the difference between harassment and sexual harassment
- Understand the ramifications of sexual harassment claims
- Train other supervisors and employees to keep harassment out of the workplace
- Spot the warning signs and know the proper protocols for responding

Identify ways to improve performance and how to legally apply corrective action

- Know when to coach or when to apply disciplinary action
- Document to create legally persuasive evidence
- Utilize the steps of corrective action
- Write and give successful performance reviews

Understand FMLA and other state and federal leave laws

- Identify the purpose and benefits of FMLA
- Understand how to comply with FMLA and other state and federal leave laws
- Understand how FMLA interacts with other laws
- Know the legal ramifications of mismanaging state and federal employee leave laws
- Take proper steps to avoid legal action for the employer and the supervisor

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.