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Shape the Workplace through HR Management

*Business success depends on enabled, engaged and capable people.
 Learn to empower employees and managers through an exciting
 human resources management career.*

Manage an Organization's Greatest Asset

Most businesses realize people are their most valuable asset—making hiring and keeping the best people a top priority. As a result, managing human resources plays a dynamic role in defining staffing needs, recruiting and training top employees. HR managers help foster high productivity, monitor performance issues, and ensure that personnel and management practices align with industry regulations. A UW Human Resources Management Certificate gives you the skills required to manage all facets of human resources, preparing you for your next promotion.

This program—designed for human resource professionals with at least two years experience—covers an integrated set of methods and techniques for becoming a better and more efficient HR manager. Courses cover all major areas of human resources and serve as a foundation for passing the certification test in human resources. [Note: the program is not a review course for the Professional Human Resource (PHR) exam.] Courses involve the practical application of concepts to your workplace through the use of:

- Case studies
- Simulations
- Role playing
- Team exercises
- Coaching
- Projects

Study a Program Designed by HR Experts

The Human Resources Management Certificate is earned through an intense nine-month program that delivers the required skills and level of education only a top-rated university like the University of Washington can offer. HR professionals representing major organizations including Starbucks, Boeing, Group Health and Microsoft helped design this program. Evening classes are scheduled for the convenience of working professionals.

Fast Facts from the U.S. Department of Labor:

- Average salary for HR managers employed by the federal government ranged from \$71,232 – \$93,895 in 2005.
- Median annual earnings of compensation and benefits managers nationwide were \$66,530 in 2004.
- Legislation in occupational safety and health, equal employment opportunity, wages, health care, pensions, and family leave will increase demand for human resources, training and labor relations experts.

Human Resources Management Certificate Courses

Expand your knowledge and tools in the human resources field. The following courses are required for the Human Resources Management Certificate:

The Human Resources Manager

Get a comprehensive overview of the role of the human resources professional and the HR function as a strategic business partner within an organization.

Employee Relations

Study employment laws and learn practical skills for managing the employee relations function.

Training and Staff Development

Explore best practices in training in various industries, and learn strategies and tactics for managing training and staff development.

Staffing

Learn about the recruitment, selection and hiring of staff.

Compensation

Gain an in-depth understanding of the relationship between compensation, reward systems and performance review.

Benefits

Examine employee benefits, including characteristics of life, disability, healthcare and retirement plans.

About UW Extension

Learning through UW Extension gives working professionals the quality education that will take your career to the next level, whether you long for a promotion or a shift to a completely new field. All UW Extension programs are designed by UW faculty, industry experts and community leaders. To ensure you receive first-rate instruction, every UW Extension program must be approved by the corresponding University of Washington academic department. UW advisory boards are continually reviewing programs and updating the curriculum to meet the evolving demands of specific fields.

The University of Washington is one of the oldest state-supported institutions of higher education on the West Coast, and one of the preeminent research universities in the world. With nationally ranked academic excellence, facilities, and a diverse student and faculty population, the UW is a leading-edge university with global influence.

About UW Certificate Programs

You already work hard at your existing job, and going back to school is a serious commitment. That's why UW certificate programs are designed around you, with flexible schedules and a choice of part-time, full-time or even online study, depending on the program. A UW certificate gives you the knowledge and credibility to open doors for the rest of your professional life, whether you're moving up the career ladder or switching careers altogether.

Learn more about the program

For complete details, visit the Web site:

 WWW.EXTENSION.WASHINGTON.EDU

 **Attend an information meeting.**

Interested in a certificate? You can ask questions and meet instructors and former students at these free meetings. For meeting dates, times and locations, please go to our Web site.

Questions? Ask away

Give us a call:

 **206.685.8936** OR **1.800.506.1325**

Send us an email:

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This program is brought to you by UW Extension, a community gateway to the University of Washington.