

# Executive Professional Development

## Certificate in Managing Human Resources

### HIGHLIGHTS

You will:

- Identify ways and best practices to create the environment that is conducive to building a high level of engagement.
- Learn skills to ensure you have the right people in the right roles.
- Develop a personal plan of action with useful tools and templates to create a seamless recruiting process.

**Format** | Online

**Fee** | \$2,295

### CERTIFICATE OVERVIEW

The tools to successfully help you build your organization!

Build your career in Human Resource Management with a certificate packed with practical content and proven concepts to help you become a well-rounded HR practitioner. In Human Resource Management, practitioners are expected to be both knowledgeable and capable to make recommendations that will positively impact the growth of their organization. How will changes in demographics affect your organization's hiring practices, employee relations or performance management systems? Does your organization have appropriate policies in place? Are you ready to compete on a global stage for the best talent?

The *Certificate in Managing Human Resources* offers you an understanding of the many aspects and trends in the HR field and how they can be used effectively within your organization.

*Participants must complete the required seminars within a two year period.*

### REQUIRED COURSES

#### Human Resource Fundamentals

October 22 - 24, 2025  
February 25 - 27, 2026

Examines the many aspects of an HR Practitioner's role and provides best practices and up to date approaches to effective implementation.

Facilitator: Brenda Fair, BA, CPHR

#### Employee Development and Retention

January 28 - 30, 2026  
June 3 - 5, 2026

Creating a high-performance system for employee engagement, productivity, and satisfaction.

Facilitator: Brenda Fair, BA, CPHR

#### Talent Selection and Onboarding

December 10 - 12, 2025  
April 15 - 17, 2026

Identify the best practices in creating a workplace that people want to join and stay.

Facilitator: Brenda Fair, BA, CPHR

*Online Courses Fall 2025 - Spring 2026 run 9 am - 1 pm (Atlantic time)*