# ESSENTIAL HR

**COS TRAINING RESOURCE CENTER**

This course on Human Resources is designed to provide trainees with a comprehensive understanding of the management of an organization's workforce. The course covers a wide range of topics, including human resource planning, recruitment and selection, training and development, performance management, employee relations, compensation and benefits, and diversity and inclusion.

The course begins with an introduction to the concept of human resources and its importance in modern-day organizations. The trainees are then introduced to the process of human resource planning, which involves forecasting the future workforce requirements of an organization, identifying the necessary skills and knowledge, and developing strategies to meet those requirements. The course also covers the recruitment and selection process, including the different sources of recruitment, the recruitment process, and the selection process. Trainees learn about various selection techniques, such as interviews, testing, and assessment centers.

Trainees will learn about the employee relations process, including conflict resolution, employee engagement, and grievance handling. The course covers different types of compensation, such as base pay, incentives, and benefits.

This class is interactive as well as discussion orientated.

*"Train people well enough so they can leave. Treat them well enough so they don't want to."*
*- Sir Richard Branson*

## Brief Class Outline

- Intro to HR
- Recruitment and Hiring
- Interviewing
- Hiring
- Orientation
- Managing Successfully
- Diversity, Equity, and Inclusivity
- Miscellaneous HR Problem-Solving
- Mental Health in the Workplace
- Culture Coaching
- Strategic HR
- Disciplinary Action and Termination/Separation

## Contact Us

**Phone:** 559.688.3130

**Email:** trainingcenter@cos.edu

**Website:** www.cos.edu/trainingcenter