

# Human Resource Certification (HRC) CURRICULUM

HRC participants may check the HRC Curriculum for schedules of course offerings by logging in to the Delaware Center (DLC) web site at:

<http://hrm.omb.delaware.gov/training/>

Check listings often because updates are made throughout the year.

**HRC Required Courses:** (All courses are one day unless marked otherwise)

- AA/EEO (Online)
- Classification 101
- Compensation Basics
- Conflict Resolution
- DEL Online Tutorial (Online)
- Diversity—Food for Thought
- Ethical Conduct in Government ( ½ day)
- Family and Medical Leave Act (FMLA)
- Fundamentals of Employment and Labor Relations Practices
- HR Basics (Online)
- Know Your State Government (Online)
- Merit Rules (Online)
- Personal Profile/Behavioral Styles (DiSC)
- PHRST Inquiry (substitutes: PHRST HR/Benefits Administration or PHRST Payroll)
- Principles of Quality: An Introduction
- Put It in Writing (3 days) (*Fee \$100.00*)
- Quality Service in the Public Sector
- Safety, Security, Workers' Compensation & Return to Work (2 days)
- Selection Interviewing Online Tutorial (Online)
- Sexual Harassment Prevention (Online)
- Statewide Benefits (2 Days)
- State Budget and Accounting (1 ½ Days)
- Understanding Deferred Compensation ( ½ Day)
- Understanding the State Employees' Pension Plan
- Using the EAP as a Performance Improvement Resource ( ½ Day)
- Workforce Planning
- Workplace Communication/Active Listening