

Mark Metzger 4/08/2024 ⇄

# HR Development Resource

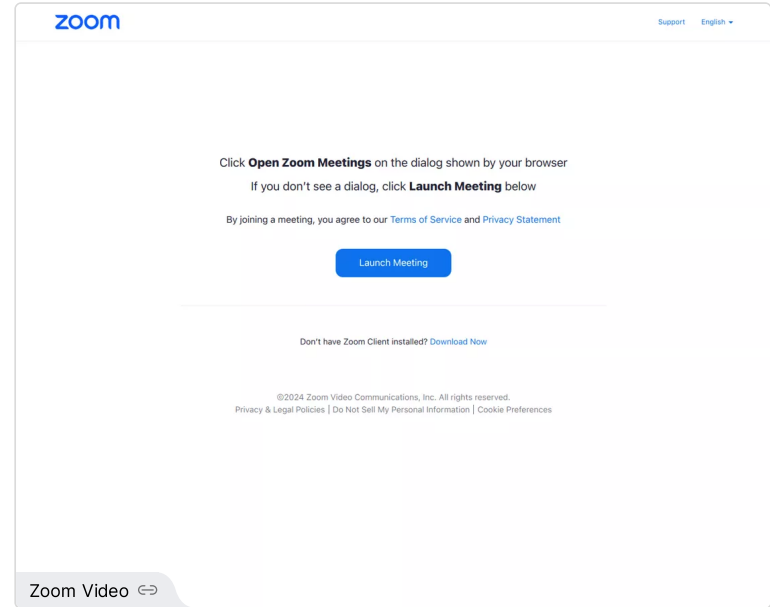
Please join us in sharing what paths you've taken and experiences that have been impactful in your development as an HR professional

## Communities of Practice

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⇄ **2024 HR Manager Monthly Meeting**

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Join our Cloud HD Video Meeting

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⇨ **SHRM Local Chapter Meetings**

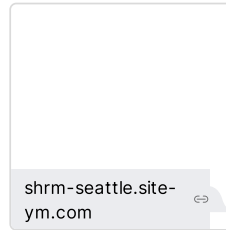
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SHRM Local Chapters - Find Chapters in Your Area

⇨ **Seattle SHRM Chapter**

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**Conferences**

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↩ **Annual SHRM Conference**

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SHRM24 Annual HR Conference ↩

SHRM24 Annual Conference

↩ **From Day 1 Conference**

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Fromdayone ↩

From Day One | Live 2024: Seattle

⇒ Othering & Belonging Conference

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O&B Conference: Oakland 2024

⇒ Othering & Belonging Conference FREE virtual option to attend

[Othering & Belonging 2024 Conference - Livestream registration \(everyaction.com\)](https://everyaction.com)

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**Trainings**



## HR Certificate Programs

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The screenshot shows the DES website with the following content:

- Header: Washington State DEPARTMENT OF ENTERPRISE SERVICES, EAP | Capitol Campus, Search bar.
- Navigation: Purchase, Sell to the State, Services, Policies & Legal, About.
- Breadcrumbs: Home > Services > Training > Certificate Programs > Human Resources Certificate
- Section: **Human Resources Certificate**
- Text: "This program is designed to provide you with a comprehensive grounding in the underlying principles, basic concepts, and terminology related to Human Resource Management. Courses start year-round and give you multiple options to complete your certificate. Take one class or the whole series. The Human Resource Management Certificate program is 105 hours in length and comprised of courses that provide you with a solid foundation in the six functional areas of HR. These courses are designed around the HRCI® Professional in Human Resources (PHR®) exam content areas and provide you with a great start toward your exam preparation."
- Text: "Intended Audience: Individuals seeking to enter the field of human resources; non-HR professionals in supervisory roles who have the responsibility for interviewing, training, evaluating, or disciplining employees; and new or experienced managers interested in learning more about efficient employee management skills."
- Section: **How it works:**
  - Choose the certificate that is right for you
  - Classes are typically 2 days from 8:00 am - 4:30 pm
  - Several classes are offered each month
  - Start with Human Resource Essentials and then take the courses you need to meet your certificate goals
- Table:

Course	Hours
Human Resource Management Certificate - 105 Hours Total	
<a href="#">Human Resource Essentials</a>	14
<a href="#">Strategic HR Management</a>	14
<a href="#">Workforce Planning &amp; Employment</a>	21
<a href="#">Human Resource Development</a>	14
<a href="#">Total Rewards</a>	14
- Footer: wa.gov

## Human Resources Certificate

## Changing World of Work and Employee Relations - Training

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A large empty rectangular box with a light gray border, intended for content related to the "Changing World of Work and Employee Relations - Training" section. The text "wa.gov" is visible in the bottom left corner of the box.

## Courses | Department of Enterprise Services (DES)

## ↳ Civil Service Rules & Labor Relations (eLearning)

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The screenshot shows the DES (Washington State Department of Enterprise Services) website. The header includes the DES logo, the text 'Washington State DEPARTMENT OF ENTERPRISE SERVICES', a search bar, and navigation links for 'FAP | Capitol Campus'. The main navigation menu includes 'Purchase', 'Sell to the State', 'Services', 'Policies & Legal', and 'About'. The left sidebar contains a 'Training' menu with various categories like 'Additional Services and Information', 'Browse by Course', 'Certificate Programs', 'Crucial Learning Toolkits and eLearnings', 'DES Contract and Procurement Training', 'DES Diversity, Equity and Inclusion Training', 'DES Leadership Development Training', 'Franklin Covey All Access Passes and eLearnings', 'How to Register for a Class', 'LinkedIn Learning', and 'Online Learning Resources for Workforce Development'. The main content area is titled 'Courses' and features a breadcrumb trail: 'Home > Services > Training > Courses'. Below this, there are links for 'Browse by Course' and 'Browse by Category'. The featured course is 'Civil Service Rules & Labor Relations (eLearning)' with Course Code: 2432. The description states: 'This course teaches you about the Civil Service and Labor Relations rules applicable to your employees. It provides with tools to help you follow these rules and resources for answering your employees' questions.' The 'Performance Objectives' section lists: 'Upon completion of this course, you should be able to: Define Civil Service Rules and what they contain. Define Labor Relations, Collective Bargaining Agreements, and Grievances. Define and compare Unfair Labor Practices and Good Labor Relationships. Explain the governing laws supporting the Civil Service Rules and Collective Bargaining. Know where to find the Civil Service Rules and Collective Bargaining Agreements. Identify who to contact if you have questions.' The 'Intended Audience' is 'All audiences.' The 'Instructions to access the eLearning' section says: 'Register for this eLearning by searching for WA State Civil Service Rules & Labor Relations in the Washington State Learning Center. Contact DES training team with questions at Traininginfo@des.wa.gov.' At the bottom of the page, there is a link for 'How to Register for a Class'.

### Courses

## ↳ Employee and Labor Relations

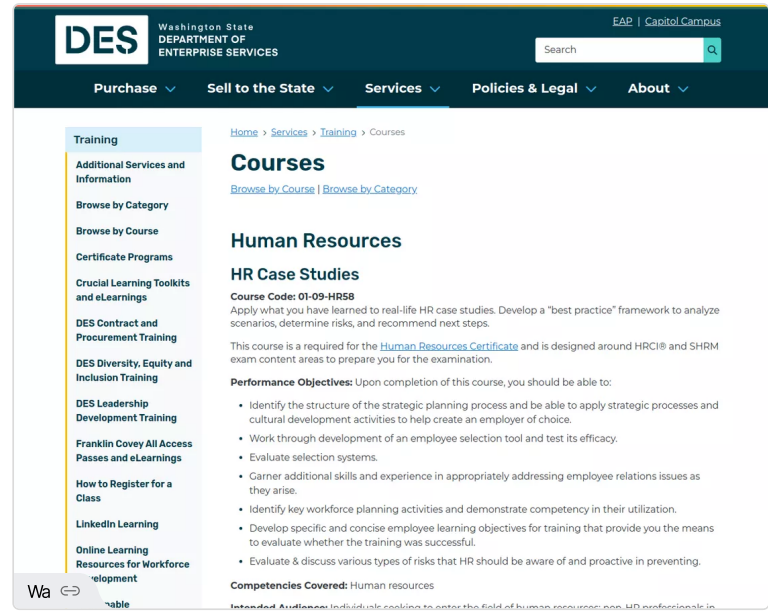
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### Courses

↩️ **HR Case Studies**

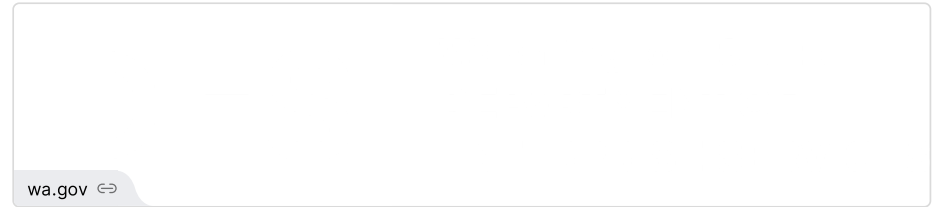
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Courses

↩️ **Human Resource Essentials**

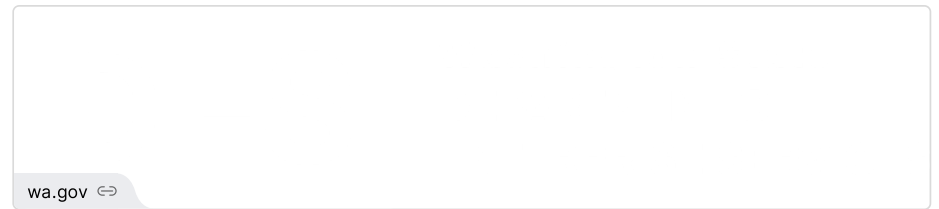
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Courses | Department of Enterprise Services (DES)

↩️ **Pay, Leave, & Time (eLearning)**

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Courses | Department of Enterprise Services (DES)

## ⇒ Misconduct Investigator Training

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The screenshot shows the DES (Washington State Department of Enterprise Services) website. The header includes the DES logo, the text 'Washington State DEPARTMENT OF ENTERPRISE SERVICES', and a search bar. The navigation menu has 'Purchase', 'Sell to the State', 'Services', 'Policies & Legal', and 'About'. The breadcrumb trail is 'Home > Services > Training > Courses'. The page title is 'Courses', with links for 'Browse by Course' and 'Browse by Category'. The main heading is 'Human Resources' and the sub-heading is 'Misconduct Investigator Training'. The course code is '01-09-HR64'. The description states that conducting a lawful, fair, thorough investigation into alleged employee misconduct requires a firm grasp of 'just cause' principles, constitutional considerations, and investigative authority. The performance objectives list skills such as analyzing concerns, identifying authority, strategizing, and using the IRAC framework. The intended audience includes HR professionals and investigators.

### Courses

## ⇒ Legal and Effective Hiring for Success

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The screenshot shows the DES website with the same header and navigation as the previous page. The breadcrumb trail is 'Home > Services > Training > Courses'. The page title is 'Courses', with links for 'Browse by Course' and 'Browse by Category'. The main heading is 'Human Resources' and the sub-heading is 'Legal and Effective Hiring for Success'. The course code is '01-09-M560'. The description explains that the course equips users with a comprehensive understanding of lawful and effective hiring practices, including interview techniques and legal considerations. The performance objectives focus on identifying skills, designing questions, and engaging candidates. The intended audience includes managers, supervisors, and HR personnel.

### Courses



## Investigator Training Core

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The screenshot shows the DES (Washington State Department of Enterprise Services) website. The header includes the DES logo, the text 'Washington State DEPARTMENT OF ENTERPRISE SERVICES', and a search bar. The navigation menu has options for 'Purchase', 'Sell to the State', 'Services', 'Policies & Legal', and 'About'. The main content area is titled 'Courses' and features a sidebar with various training categories. The selected course is 'Investigator Training Core' (Course Code: 01-14-IV01). The course description states it provides foundational skills for conducting civil investigations. The performance objectives include understanding legal frameworks, analyzing complaints, examining investigator demeanor, recognizing conflicts of interest, understanding tort liability, knowing relevant information, distinguishing between civil and criminal investigations, respecting constitutional rights, and properly gathering and maintaining evidence.

### Courses

## Performance Management in a Just Cause World

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The screenshot shows the DES website with the 'Performance Management in a Just Cause World' course page. The header and navigation are identical to the previous screenshot. The main content area is titled 'Courses' and features a sidebar with various training categories. The selected course is 'Performance Management in a Just Cause World' (Course Code: 01-09-HR66). The course description explains that navigating performance management issues in the public sector requires a clear understanding of 'just cause' principles. The performance objectives include explaining 'just cause' principles, documenting performance management, setting expectations based on policies and rules, and effectively planning and participating in performance management meetings. The intended audience is human resource professionals and managers.

### Courses

## ↳ Navigating Discrimination Claims & Managing Accommodations

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The screenshot shows the DES website with a dark blue header. The main navigation includes 'Purchase', 'Sell to the State', 'Services', 'Policies & Legal', and 'About'. A search bar is in the top right. The left sidebar lists various training categories. The main content area is titled 'Courses' and features the course 'Navigating Discrimination Claims & Managing Accommodations'. The course description includes the course code 01-09-HR65, a brief overview of the course content, and a list of performance objectives.

**DES** Washington State DEPARTMENT OF ENTERPRISE SERVICES

Home > Services > Training > Courses

### Courses

[Browse by Course](#) | [Browse by Category](#)

#### Human Resources

##### Navigating Discrimination Claims & Managing Accommodations

**Course Code: 01-09-HR65**

Recent U.S. Supreme Court and Washington Supreme Court decisions illustrate the need for human resource (HR) professionals and management to stay on top of the ever-changing landscape of discrimination law. This course provides learners with up-to-date information on changes to state and federal law in easily understood terms with practical application.

You will gain in-depth knowledge of the elements of discrimination, illegal harassment, retaliation, and accommodation claims. You will learn to navigate work-related complaints, focus on legitimate business reasons for your decisions, and gain insight into your role in managing workplace requests for accommodation.

**Performance Objectives:** Upon completion of this course, you should be able to:

- Navigate employee complaints about unfair treatment in the workplace.
- Demonstrate an understanding of the legal foundations of discrimination, harassment, and retaliation.
- Appropriately handle requests for accommodations.
- Ensure equal treatment of all employees in the workplace.

**Intended Audience:** Leaders, managers, and human resource professionals.

Courses

## Workshops

### ↳ Certificate Program For HR Generalists

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Certificate Program For HR Generalists™

### ↳ Internal Investigations Certificate Program

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Internal Investigations Certificate Program™

↔ **Certificate Program In FMLA, ADA, And PWFA Compliance**

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Certificate Program In FMLA, ADA, And PWFA Compliance ™

↔ **Human Resources For Anyone With Newly Assigned HR Responsibilities**

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Human Resources For Anyone With Newly Assigned HR Responsibilities

↔ **The Essentials Of HR Law**

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The Essentials Of HR Law

↔ **Employee Orientation Program Design and Onboarding**

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Orientation Program Design Training Course | Business Training Works

↔ **Recruiting Skills**

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Recruiting Training Course | Business Training Works

↔ **Interviewing Skills**

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Interviewing Skills Training Course | Business Training Works

↩ **Performance Management Systems**

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Performance Management Systems Training Course | Business Training Works

↩ **Harassment Awareness & Prevention**

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Harassment Awareness Training Course | Business Training Works

↩️ **Harassment Prevention for Managers**

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Business Training Works ↩️  
Harassment Prevention Training for Managers | Business Training Works

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**Resources**

↩️ **Equitable design & impact transparency report**

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Padlet Drive ↩️  
2023\_edi\_report.pdf

MetLife Employee Benefits Trends Study

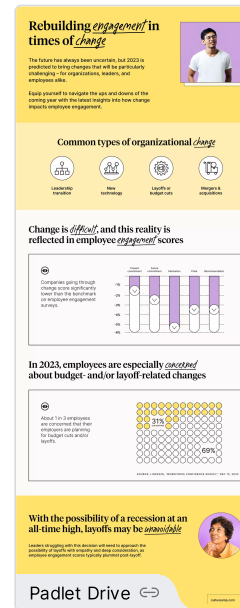
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2024\_EBTS\_FullReport\_March12\_Digital\_V1.pdf

Rebuilding engagement in times of change

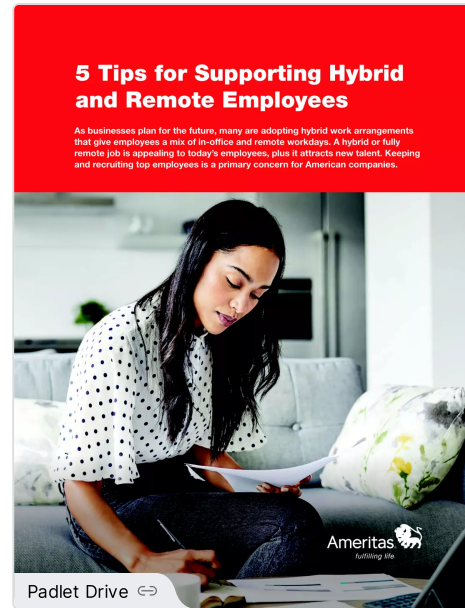
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2301\_employee\_experience\_infographic\_final.pdf

↳ **Tips for supporting hybrid and remote workers**

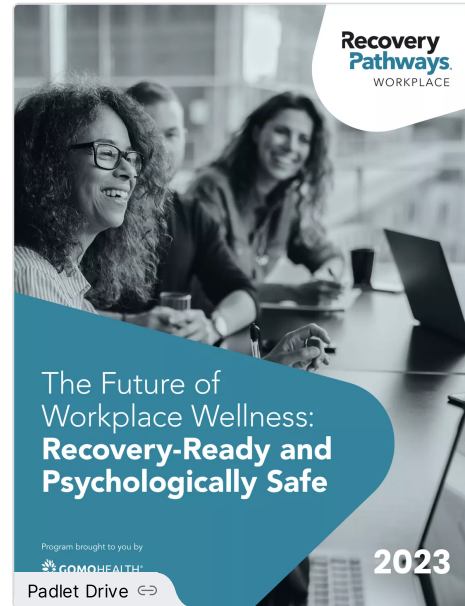
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Ameritas-5-Tips-for-Supporting-Hybrid-and-Remote-Employees

↳ **Recovery Pathways: Workplace Wellness**

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GoMo\_Health\_The\_Future\_of\_Workplace\_Wellness.pdf



⇒ FMLA Training for Managers and Supervisors

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JJ-Keller-FMLA-Training-for-Managers-and-Supervisors

⇒ Leading through volatility: creating inclusivity out of uncertainty

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Kantola\_5\_Building\_Blocks\_for\_Inclusive\_Leadership.pdf

↩ **The Resilient Workforce Report**

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Reward\_Gateway\_Resilient\_Workforce\_Report.pdf

↩ **The Plunkett Pay Equity Framework**

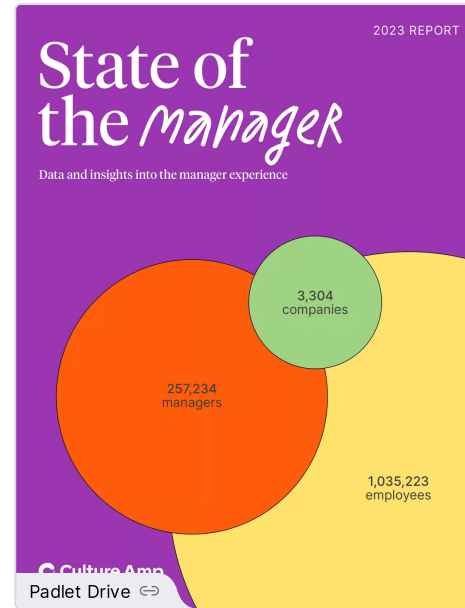
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Salarycom-Plunkett-Pay-Equity-Framework

↩ **State of the Manager**

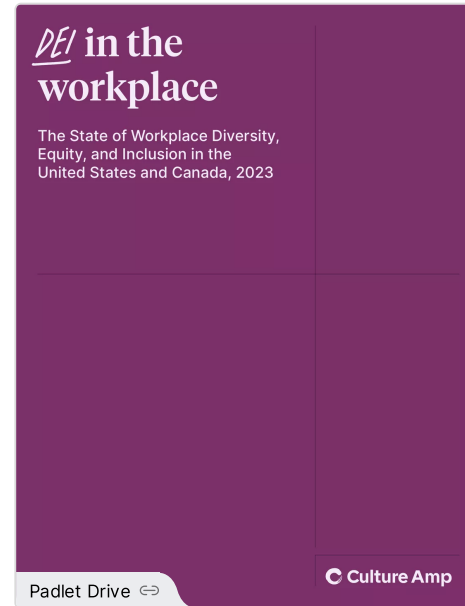
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state-of-the-manager-2023

↩ **DEI in the workplace**

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the\_state\_of\_workplace\_diversity\_equity\_and\_inclusion\_in\_the\_united\_states\_and\_can

