

HUMAN RESOURCES ESSENTIALS CERTIFICATE

Program Description

Human resources is a broad topic that touches on many facets of any organization. But there are some core concepts that all HR practitioners should know. This certificate in Human Resources Essentials will discuss those concepts and give you the set of skills you need to get started. Whether you are new to HR, perform the HR function in addition to other roles, or need to have an understanding of the HR role, this certificate will give you a strong foundation to make a difference in your organization.

Developed by Cornell University professors, the six courses in this certificate will equip you with a variety of skills—from understanding how to hire the right team, learning how to communicate effectively and knowing how to handle any workplace issues that may arise—all of which will help you succeed in your role.

Key Takeaways

- Train managers to deliver effective performance feedback, rate employees accurately, and mitigate legal risk
- Critically assess whether the organizational and HR practices in place are likely to exacerbate or reduce the negative outcomes associated with unconscious bias
- Familiarize yourself with the employee development landscape at your organization
- Diagnose the root causes of a situation and determine who in the organization will be the primary focus of an intervention
- Assemble the different dimensions of interpersonal communication and apply them to difficult conversations
- Determine current workforce needs with an eye to future changes and skills that might be needed
- Develop a hiring plan that maximizes your likelihood of a good hire and communicate effectively with job candidates
- Create a workplace atmosphere that reduces the occurrence of behavior issues and resolve issues as they arise

What You'll Earn

- Human Resources Essentials Certificate from Cornell ILR School
- 48 Professional Development Hours (4.8 CEUs)
- 15 Professional Development Units (PDUs) toward PMI recertification
- 42 Professional Development Credits (PDCs) toward SHRM-CP and SHRM-SCP recertification

Who Should Enroll

- Global professionals from for-profits, NGOs, and governmental agencies
- Line-level HR professionals
- Anyone who performs HR functions
- Aspiring HR professionals

Total Investment

- 3 months to complete all the courses

How to Enroll

For more information on how to enroll, please visit Human Resources Essentials Certificate (<https://ecornell.cornell.edu/certificates/human-resources/human-resources-essentials/>).

Courses

Code	Title	Hours
eCornell ILRHR521	Aligning Employee Performance with Organizational Goals	0
eCornell ILRHR527	Countering Bias in the Workplace for HR	0
eCornell ILRHR528	Fostering a Coaching Culture	0
eCornell ILRME505	Effective Hiring and Interviewing	0
eCornell ILRME505	Addressing Workplace Behavior Issues	0
eCornell SHA781	Active Listening and Processing Feedback	0