

HR Horizons Program

Course Description

HR Horizons is tailored to engage human resource professionals with skill-building classroom and online learning forums designed to successfully meet the contemporary challenges of public-sector organizations. The instructor-led courses provide a foundation of Federal and State laws and rules while the eLearning courses expand upon non-technical topics designed to enhance the delivery component of human resource administration. The program concludes with a panel session facilitated by Civil Service subject-matter experts.

Included in the Program Fee

- Course Learner Guides
- CLIP ALL Access Pass Subscription
- Program Certificate

Instructor-Led Classes: Mercer County Community College Time: 8:30AM-4:00PM

- Understanding Title 4A (Local) - **April 23**
- Family Medical Leave Act (FMLA) - **May 7**
- Leading the Conscious Workforce: Preventing Discrimination and Harassment - **May 14**
- Discipline and Grievance Handling - **May 21**
- Pensions and Benefits for Local Government - **May 28**
- Americans with Disabilities Act (ADA) - **June 11**
- Understanding Classification and State Compensation - **June 18**
- Performance Planning - **June 25**
- Legal Implications of Interviewing - **July 9**

Virtual Panel Discussion Topics: July 2 via ZOOM Time: 8:50AM *For an optimal learner experience, a computer equipped with a camera, audio, and microphone are strongly encouraged.

- Certifications
- Domestic Violence Policy
- Employee Advisory Service (EAS)
- Electronic Performance Assessment Review (ePAR)
- State as a Model Employer of People with Disabilities Program (SAME)
- Workplace Gender Transition Guidelines

Web-Based: CLIP All Access Pass Courses (**Must be completed by July 2, 2025**)

- Apply LOGIC
- Business Power Skills: Business Communications Skills
- Business Power Skills: Customer Service
- Business Power Skills: Interpersonal Effectiveness
- Business Report Writing Skills
- Disabilities: Opening the Door to All Candidates
- Evaluating Your Onboarding Process
- Emotional Intelligence: Improving your Self-Awareness
- Got Diversity and Inclusion?: Working with Transgender Colleagues (Optional course)
- Onboarding Strategies