

# HR 101: ELEMENTS OF HUMAN RESOURCE MANAGEMENT

## PRESENTER

**Laura Penera, HRPA**  
*Director of HR, Al Pak Labor*

## COURSE DESCRIPTION

As an introduction to Human Resource Management (HRM), this survey course provides an overview of basic elements, including understanding the functions of HRM in an organization, typical designs of HRM departments, the responsibilities of HRM personnel, various roles HRM specialists have, and career options for prospective HRM employees.

### Topics include:

- Typical HRM functions within an organization such as job analysis, recruitment and selection, organizational change, training and development, performance management, compensation/ benefits, safety and health, collective bargaining, internal employee relations, and legal aspects of HRM
- HRM as a business partner
- Purpose of HRM in an organizational environment
- Expectations of CEOs and CFOs for HRM departments
- Designs and structures of HRM/ Personnel departments
- Importance of HRM in employee/ labor relations
- Careers and specialties in HRM.

## LOCATION, DATE & TIME

### Grower-Shipper Conference Room

512 Pajaro Street, Salinas, CA 93901

**April 19, 2018**

**9 am – 3:30 pm**

(with lunch provided from 12:00 –12:30 pm)

APMA is recognized by the Society for Human Resource Management (SHRM) to offer Professional Development Credits (PDCs) for the SHRM-CP™ or SHRM-SCP™. Each class is valid for 6 PDCs for the SHRM-CP™ or SHRM-SCP™.



## REGISTRATION FORM

101 ~ Salinas ~ April 19, 2018

**Cost:**  \$150/participant for members of co-sponsoring organizations  \$195/participant for non-members

**Attendees Names:** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Please submit your registration and payment to: APMA, 512 Pajaro Street, Suite 7, Salinas, CA 93901 or **register online** at [www.agpersonnel.org](http://www.agpersonnel.org). For more information, please contact APMA at (831)422-8023 or email: [apma20@pacbell.net](mailto:apma20@pacbell.net)

## HUMAN RESOURCE PROFESSIONAL IN AGRICULTURE CERTIFICATE PROGRAM

Human Resource Professional in Agriculture (HRPA) Certificate Program has a unique focus on agriculture and incorporates a wide range of topics that will help HR professionals advance to the next level. The program is designed for working adults, with classes scheduled strategically to minimize disruption to your work - eight core courses are required for the program certificate and designation, along with one elective course and may be completed in any sequence. Classes can be taken individually or as part of a curriculum leading to a certificate and designation. Graduates of this program can use a prestigious designation of HRPATM, Human Resource Professional in Agriculture.

We invite all HR professionals to complete this program and stay current on important issues ranging from legal compliance to employee relations.

## PRESENTING AND CO-SPONSORING ORGANIZATIONS

