



## 2020 Course Schedule

### HR Big Picture

<u>DATE</u>	<u>REQUIRED COURSES</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
March 4, 2020	HR Overview	Heather Keever	9 a.m.–noon
March 4, 2020	Workforce Planning	Heather Keever	1–4 p.m.
March 5, 2020	Ethics and HR	Karen Wingo	9 a.m.–noon

### HR FUNCTIONS

<u>DATE</u>	<u>REQUIRED COURSES</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
April 2, 2020	Job Analysis	Jeanette Hornsby	9 a.m.–4 p.m.
May 5, 2020	Recruitment and Selection	Chrissy Carraway	9 a.m.–noon
May 5, 2020	Compensation	Kevin Paul/Susan Hance	1–4 p.m.
June 3, 2020	Employee Relations	Cheryl Hinson/Spencer Miller	9 a.m.–4 p.m.
June 4, 2020	Performance Management	Joseph Miller	9 a.m.–4 p.m.
Aug. 4, 2020	Human Performance	Jeanette Hornsby	9 a.m.–1 p.m.
Aug. 4, 2020	Needs Assessment	Jeanette Hornsby	2–4 p.m.

### Retention and Accountability

<u>DATE</u>	<u>REQUIRED COURSES</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
Sept. 9, 2020	HR Metrics	Nathan Strong	9 a.m.–noon
Sept. 9, 2020	Retaining Employees	Heather Keever	1–4 p.m.