



Introducing two new HR courses for HR professionals and managers
HRCI approved for recertification credits
Courses completed in 1 day format

HR Investigations

This course is designed for current Human Resource professionals, those aspiring to work in HR or those who also do HR as a part of their job. Employee relations issues and litigation are a part of everyday business. You will learn how to conduct proper workplace investigations that will lead to lawsuit avoidance as well as proper documentation techniques. You will then use those skills to review, analyze and discuss a variety of actual workplace investigation case studies. Materials included. **HRCI approved – 6.5 recertification credits**

Course Number: NBSD 144, Section: DFA01
Fri. 9 a.m. to 4:30 p.m., October 23, 2009 (1 session)
Fee: \$195
Instructor: Craig Kwasniewski

HR Ethics

This course is designed for current Human Resource professionals or those who also do HR as a part of their job. Maneuvering through ethical dilemmas has become commonplace in today's business world. In HR, this comes into play particularly during employment investigations and when dealing with executives. You will learn the implications of certain behaviors in the workplace and gain understanding of the business vs. ethics model. You will then use your new skills to review, analyze and discuss a variety of actual workplace investigation and situational case studies. Materials included. **HRCI approved – 6.5 recertification credits**

Course Number: NBSD 140, Section: DFA01
Fri. 9 a.m. to 4:30 p.m., November 13, 2009 (1 session)
Fee: \$195
Instructor: Craig Kwasniewski

Registration information: Registration Forms may be found at www.lorainccc.edu/ceb. Please register at least seven days prior to course start date.

Questions: Carrie Hering, chering@lorainccc.edu 440-366-7405



"The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit."

LCCC@Work