



PenEdu Learning & Consulting, LLC

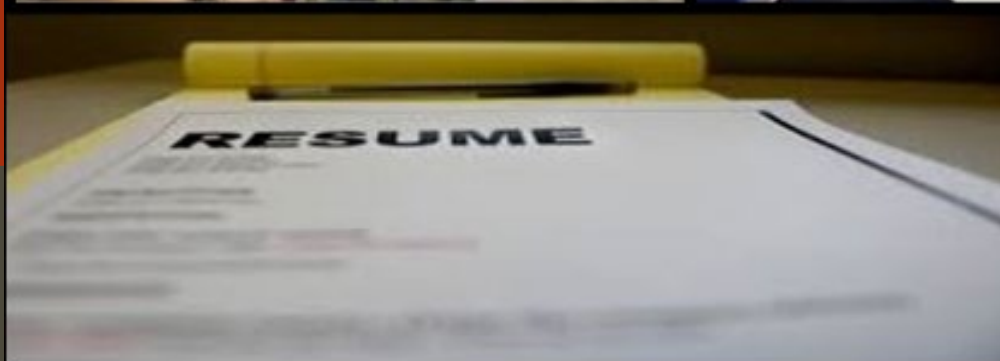
"Where questions become knowledge"

Member - *Energy Learning Network* a Consortium of Energy Industry Learning Professionals

Certificate in Human Resources- Leadership

Online courses in this Curriculum Block focus on Human Resources (HR). Human resources are the people who make up the workforce of an organization, business sector, or economy. "Human capital" is sometimes used synonymously with "human resources." HR regulations, policies and procedures are reviewed and explored in this program.

Course Curriculum





Certificate of Completion in Human Resources - eLearning

Introduction:

Participants who complete the curriculum outlined below will earn a **Certificate of Completion *in Human Resources Leadership***.

Participants that complete one or more of the Certificate of Completion programs often focus their work careers in an organization, performing functions in departments such as:

- Human Resources
- Security
- Gas Plant Operations
- System (Gas) Control
- Safety & Environmental
- Marketing
- Accounting & Finance
- Projects Managers
- Engineering & Technical Staff
- Clerical support

Curriculum Block in Human Resources - Leadership

Human Resources eLearning Training		
Topic	PenEdu Course	Hours
Core Curriculum		
HR Policies & Leadership	207 Anger Management: Dealing with Angry Coworkers	20 minutes
HR Policies & Leadership	208 Anger Management: Managing Your Anger	25 minutes
HR Policies & Leadership	209 Time Management: Effective Prioritization	30 minutes
HR Policies & Leadership	210 Time Management: Effective Organization	25 minutes
HR Policies & Leadership	211 Coaching & Counseling	20 minutes
HR Policies & Leadership	212 Effective Listening	25 minutes
HR Policies & Leadership	199 Email Etiquette	20 minutes
HR Policies & Leadership	ER1302 Working With the Media During an Emergency	35 minutes
HR Policies & Leadership	ER1304 Pandemic Preparedness	30 minutes

Human Resources eLearning Training		
Topic	PenEdu Course	Hours
Core Curriculum		
HR Policies & Leadership	200 Telephone Etiquette	20 minutes
HR Policies & Leadership	103 Traveling Safely in Dangerous Places	65 minutes
HR Policies & Leadership	ER1306 Corporate Emergency Management Plan	20 minutes
HR Policies & Leadership	HR1005 Ethics and Compliance	50 minutes
HR Policies & Leadership	HR1003 Effective Media Relations	35 minutes
HR Policies & Leadership	HR 1000 Hyman Performance Systems	40 minutes
HR Policies & Leadership	HR1001 The Mentoring Process	25 minutes
HR Policies & Leadership	HR1002 Job Performance Evaluations	35 minutes
HR Policies & Leadership	HR1006 Management of Change	35 minutes
	Total	9.2 hours