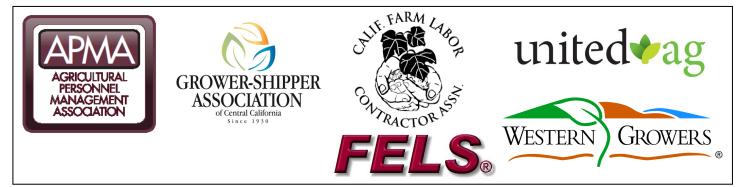# HUMAN RESOURCE PROFESSIONAL IN AGRICULTURE CERTIFICATE PROGRAM

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. It was developed and now being presented by the leading consultants in the field.

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. Courses in Salinas will be offered monthly. Graduates of this program can use a prestigious designation of HRPA, 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 - CO-SPONSORING ORGANIZATIONS

Location: Grower-Shipper Association Conference Room
512 Pajaro Street, Salinas, CA 93901

Time: 9 am – 3:30 pm (with lunch provided onsite from 12 to 12:30 pm)

REGISTRATION FORM

Cost per class: ☐ **$150/members of co-sponsoring organizations**   ☐ **$195/non-members**

Please contact APMA at (831)422-8023 for individual class flier or visit our website www.agpersonnel.org

Program Cost (includes all 9 classes, one class free):   ☐ **$1200/members**   ☐ **$1560/non-members**

Company Discount (for 2 or more from the same co.):   ☐ **$1150/members**   ☐ **$1510/non-members**

Attendees: 1._____ 2. _____ 3._____

Company_____

Address_____

Phone_____ **E-mail**_____

Please submit your registration and payment to: APMA, 512 Pajaro Street, Suite 7, Salinas, CA 93901 or
via fax (831) 422-7318 or register online at www.agpersonnel.org.

2014 Salinas Schedule (Grower-Shipper Association Conference Room, 512 Pajaro Street Salinas, CA 93901)

DATE	COURSE	PRESENTER
July 9, 2014	**101: Elements of Human Resource Management** 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.	**Laura Penera, HPRA** - Director of HR, Al Pak Labor
July 29, 2014	**102: Introduction to Labor and Employment Law** This session will provide an overview of the California and Federal labor and employment laws affecting agriculture.	**Terrence O'Connor, Esq.** - Attorney, Noland, Harmerly, Etienne & Hoss **Ana Toledo, Esq.** - Attorney, Noland, Harmerly, Etienne & Hoss
August 13, 2014	**103: Recruitment, Selection & Retention** Finding the right employees to fit an organization's needs is a challenging task. This course examines concepts essential for effective staff recruitment, selection, and retention. Students also examine the diverse ways organizations view employees, and what organizational practices are effective to retain quality staff.	**Julio Sanchez, MBA** - General Manager, RAMCO Enterprises
Sept. 10, 2014	**104: Managing Employee Compensation** Competitive compensation is one of the major issues every organization must face in balancing productivity with cost. This course explores current concepts, approaches, and techniques that shape the development of compensation strategy, plans, and policy. Students also learn approaches for communicating compensation programs to employees and for monitoring the effectiveness of compensation policy.	**Karen Timmins, MAM, SPHR** - Vice President HR, Western Growers
October 1, 2014	**105: Managing Employee Benefit Programs** Management must decide which benefits are most suitable and beneficial for their employees and organizations. This course provides information essential for evaluating and designing cost effective employee benefit programs that meet corporate objectives. Students explore a range of benefit plans and discuss the implications of HRM decision making in choosing benefit plans that balance cost with employee health and financial security. Practical, every day examples of health plan administrative and compliance issues will be reviewed.	**David Nikssarian** - President, Nikssarian Insurance Services
October 17, 2014	**106: Human Resource Development** Employees are a resource that must be carefully managed if organizations hope to be productive and efficient. This course examines how human resource managers promote their goals through Human Resource Development (HRD). Students examine strategies for assessing, designing, and implementing training and development programs that positively impact an organization's overall performance.	**Lourdes Gonzalez, MBA, HRPA, CIHM, CLCS, AFIS** - Director of HR, Gowan Company
Nov. 12, 2014	**107: Information and Cost Analysis in HR Management** Human Resource Management (HRM) professionals are frequently asked by CEOs and CFOs for data that analyzes and determines the resources and costs of various actual or planned HR activities. This course emphasizes methodology and a theoretical human resource information system (HRIS) data base to deal with the "how many" and "how much" questions HRM professionals may have to answer through quantitative analysis and report generation. Participants also spend time learning to interpret and apply basic accounting reports to the HR function.	**Kathleen Thompson, GPHR, SPHR-CA** - Director of HR, Limoneira Company
Dec. 8, 2014	**108: Management and Leadership for HRM Professionals** Human resource professionals must be able to fit themselves and their department within the big picture of the overall organization. To do this, they must have some understanding of how organizations develop structures and carry out policies via management and leadership. This course addresses social, political, and economic factors that can exist within organizations, and provides students with basic leadership concepts that improve their ability to analyze an organization and make sound human resource management decisions.	**Lourdes Gonzalez, MBA, HRPA, CIHM, CLCS, AFIS** - Director of HR, Gowan Company
	Electives*: (one required for program certificate)	TBD