

APMA Certificate Program in Agricultural Human Resources Management

With the constant deluge of new employment laws, government agency guidelines, new trends in business management, and ever-changing expectations of today's workforce, no function in corporate America has a more powerful impact than human resources management.

To be effective, HR professionals must stay up-to-date on many different issues, from legal compliance to employee relations.

Because of the impact on the workforce and productivity, more than ever, human resources professionals are needed to be directly involved in shaping management decisions.

They frequently find themselves and their departments functioning on an internal, consultant-like basis. To operate more effectively as an HR professional, you need to master the latest skills and anticipate trends in the field.

This valuable program offered by APMA incorporates a wide range of topics and will help HR professional advance to the next level of performance.

Graduates of this program can use a prestigious designation of Human Resource Professional in Agriculture (HRPASM).



2014 CLASSES IN SALINAS

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

We are pleased to announce that APMA will offer a series of courses in Salinas designed specifically for ag human resources professionals and others who address personnel matters for their company. Classes will be offered monthly and can be taken individually or as part of a curriculum leading to a certificate and designation. Each class offered also qualifies for six hours of general re-certification credit towards PHR, SPHR and GPHR through Human Resource Certification Institute.

Classes required for designation:

July 9, 2014 – 101: Elements of HR Management

July 29, 2014 – 102: Intro to Labor and Employment Law

August 13, 2014 – 103: Recruitment, Selection & Retention

September 10, 2014 – 104: Managing Employee
Compensation

October 1, 2014 – 105: Managing Employee Benefits

October 17, 2014 – 106: Human Resource Development

November 12, 2014 – 107: Info and Cost Analysis in HRM

December 8, 2014 – 108: Mgt. and Leadership for HRM

Electives:

201: Training and Organizational Development

202: Workers' Compensation in CA

203: Safety & Health Regulations Requirements in Agriculture

*AGRICULTURAL PERSONNEL
MANAGEMENT ASSOCIATION*

512 Pajaro Street, Suite 7
Salinas, CA 93901

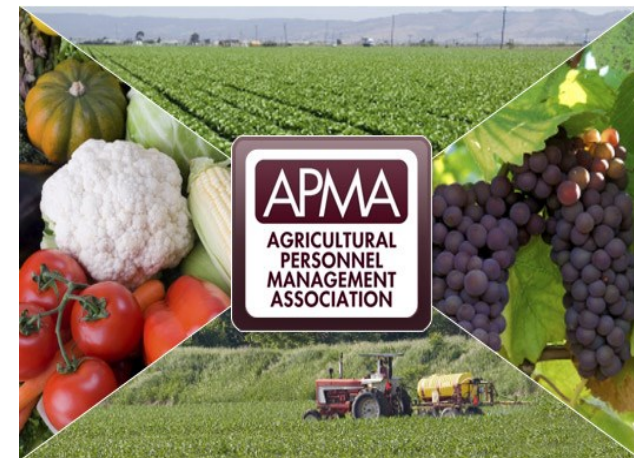
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Email: apma20@pacbell.net

Website: www.agpersonnel.org

***If you are interested in bringing this program to your area, please contact Julia Belliard—
APMA Executive Director***



Human Resources Professional in Agriculture (HRPA) Certificate Program

Salinas, CA

Apply your learning to make immediate contributions in your job and strengthen your value to your organization.

Our Certificate Program

Reasons to get your Human Resources Certificate from APMA:

- Our program addresses the challenges that HR practitioners confront in the Agricultural arena.
- Our curriculum is hands-on and so practical that it can be implemented as you learn.
- Our program is designed for working adults, with classes scheduled strategically to minimize disruption to your work.
- Work on your own pace.
- Our program is affordable. Pay as you take the classes offered throughout the state.
- Stay current on emerging trends in legislation, new case law, the full range of human resources specialties, and business management strategies.
- Compare the variety of participant's perspectives that enrich every class, and share and discover practical solutions to your workplace problems.

Courses

Eight core courses are required for the program certificate, along with one elective course. Students may take courses in any sequence. Suggested course length no less than 6 hours of candidate participation per course/lecture.

Required Courses:

- 101 ~ Elements of Human Resource Mgmt.
- 102 ~ Introduction to Labor and Employment Law
- 103 ~ Effective Recruitment, Selection & Retention
- 104 ~ Managing Employee Compensation Programs
- 105 ~ Managing Employee Benefits Programs
- 106 ~ Human Resource Development
- 107 ~ Information & Cost Analysis in HRM
- 108 ~ Management and Leadership for HRM Professionals

Elective Courses (participants must complete one elective of their own choosing):

- 201 ~ Training and Organizational Development
- 202 ~ Workers' Compensation in California - History, Law and Application
- 203 ~ Safety and Health Regulations/ Requirements in Agriculture

Other Pre-Approved APMA seminars (3-hour each, participants must complete 2 in lieu of an elective):

- Business Ethics 101
- Mandatory Leave Laws
- Immigration Compliance

At the conclusion of the program, successful certificate candidates will be able to:

- Effectively screen and select employees;
- Understand components of total compensation systems;
- Recruit and retain people who fit the organization;
- Link workers' compensation management to cost containment;
- Utilize performance management tools for training, incentives and organizational development;
- Know and apply basic elements of labor and employment law;
- Build a compliant, sensitive and diverse workforce;
- Create a competitive benefits and services program.

Courses to be offered at:

Courses are offered at various locations within California throughout the year.

Courses also offered at the annual APMA Forum. For more information on upcoming courses, please visit www.agpersonnel.org



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