

Certificates in Human Resources Leadership & Learning and Performance

Complement your career and credentials through our Certificate Programs.

Human Resources Leadership:

HR FUNCTIONAL SURVEY COURSE A broad examination of the functions normally found in the HR organization: Compensation & Benefits, Employment Policies & Practices, EAP & Workplace Safety, Labor Relations, Training & Development, and Organizational Development. This course provides the student with a solid understanding of the roles that the HR function traditionally performs.

STRATEGIC PLANNING & TACTICAL EXECUTION Explore the importance of linking the planning for HR with the strategic plan and direction of the overall organization. This course will help the student understand the importance of tactical execution and the tools available to leaders and managers that make the linkage possible.

ORGANIZATIONAL ANALYSIS Explores the pivotal role that HR can play in ensuring that the skills and abilities required to support the strategic thrust of the organization are in place as well as identifying where there are weaknesses that need to be addressed. The importance of culture, structure, and leadership are examined.

ORGANIZATIONS & EMPLOYEES IN TRANSITION This module examines the issue of change in organizations and how HR can influence the culture and structure of the organization so that the experience is positive and contributes to growth and bottom-line results.

KNOWLEDGE MANAGEMENT This module examines the critical role that knowledge plays in the modern enterprise and why productivity of the knowledge worker is so important.

HR GLOBAL ISSUES Understand the diversity and global human resource practices in businesses and organizations today. Students will develop their understanding of key issues in recruitment, selection, retention, training, safety, and labor and employee relations.

Learning and Performance:

PERFORMANCE CONSULTING & NON-TRAINING INTERVENTION This module will provide a review of the changing roles that human resource administrators play in helping line managers improve performance and productivity through the use of non-training interventions (e.g. mentoring, job rotations, progressive discipline, performance evaluation, etc).

KNOWLEDGE MANAGEMENT This module addresses the growing level of importance that knowledge, its creation, distribution, and sharing, is playing in today's organizations. The student will come to appreciate the difference between explicit and tacit knowledge and the enablers necessary to share these different types of knowledge.

LEARNING DESIGN & DELIVERY Examine the intervention role that learning can provide in addressing organizational needs. This involves the identification of strategic skills gaps, the design of a learning program to fill the gap, and then the effective and efficient delivery of the learning to members of the organization.

HR STRATEGY IN A GLOBAL BUSINESS ENVIRONMENT Explore the importance of linking the planning for HR with the strategic plan and direction of the overall organization. Consider key issues related to recruitment, selection, and retention in globally diverse enterprises.

ADULT LEARNING Theories and methods of adult education are examined as well as best practices. This includes experiential learning, team based learning, the use of case studies, and the facilitation of group discussion techniques.

COACHING AND MENTORING Effective leaders and managers in the future will be expected to be coaches and/or mentors. In this course, we will define the role of a coach and mentor. The ethical standards in these relationships will be explored.

Frequently Asked Questions

Q: What is a certificate?

A: Some reasons and benefits for getting a certificate are to demonstrate a passion for continuous learning, to pick up additional knowledge and to show an employer a more diverse background. Getting a certificate from The Wescoe School implies a rigorous course of study within a good academic setting that is known for its quality approach to education. The credits for the certificate appear on the student's transcript.

Q: How much does it cost?

A: The certificate program consists of six courses. Each course is billed at the same rate as the courses within The Wescoe School's Accelerated Degree program. For current tuition prices, please consult with an academic advisor or check our Web site at www.muhlenberg.edu/wescoe.

Q: How long does it take to acquire a certificate through The Wescoe School?

A: A certificate can be earned in the equivalent of two academic semesters. The actual course of study would be six courses, each lasting five weeks or a total of 30 weeks. Each week includes a four-hour class with the instructor and a team meeting on another night of the team's choice. Allowing for break and holiday time, the certificate can be completed in less than a year.

Do you have additional questions about our certificate programs or general questions about The Wescoe School?

Contact us at wescoe@muhlenberg.edu or 484-664-3300 to set up a personal advisement meeting.

