

ADVANCED INTRODUCTION TO HUMAN RESOURCES CERTIFICATION COURSES



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TRAINING CENTER



Introduction

The Advanced Introduction to Human Resources Certification Training Course equips professionals with a solid foundation across core HR functions. Human resources plays a central role in shaping how organizations attract, manage, and retain talent. This course covers recruitment, performance management, compensation basics, employee relations, and HR compliance in a structured, practical format. Participants explore essential HR frameworks and tools used across industries to support consistent, fair people management. Furthermore, the course examines how HR policies align with labor regulations and organizational values. As a result, learners gain the confidence to handle everyday HR responsibilities effectively. By the end, participants will apply core HR principles within their own workplace settings.

Advanced Introduction to Human Resources Certification Course Objectives

- Apply core HR functions, including recruitment, onboarding, and offboarding
- Use structured interviewing techniques to improve hiring decisions
- Build performance management processes using SMART goal setting
- Interpret basic labor law principles affecting employment practices
- Apply job analysis and job description writing methods
- Design onboarding programs that improve early employee engagement
- Use HR information systems (HRIS) to manage employee data
- Apply grievance handling procedures to resolve workplace issues
- Build compensation and benefits literacy for HR decision-making
- Develop a personal action plan for applying HR fundamentals

Course Methodology



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- Interactive lectures covering core HR concepts and frameworks
- Case study analysis of common HR scenarios and challenges
- Hands-on workshops using job description and interview templates
- Group exercises applying SMART goals to performance management
- Practical simulations of onboarding and grievance handling processes
- Peer feedback sessions on personal HR action plans

Who Should Take This Course

- New and aspiring HR professionals
- Administrative staff transitioning into HR roles
- Line managers seeking foundational HR knowledge
- Small business owners managing HR responsibilities directly
- Office managers handling HR-related tasks
- Professionals preparing for HR certification pathways

Advanced Introduction to Human Resources Certification Course Outlines

Day 1: Foundations of Human Resources Management

- Define the role of HR within modern organizations
- Explore core HR functions and their business impact
- Introduce basic labor law principles affecting HR practice
- Review the employee lifecycle from hiring to exit
- Identify key HR policies every organization should have
- Discuss ethical considerations in HR decision-making



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- Assess current HR practices within participants' organizations

Day 2: Recruitment and Selection Essentials

- Apply job analysis methods to define role requirements
- Write clear and effective job descriptions
- Use structured interviewing techniques to reduce bias
- Screen candidates using standardized evaluation criteria
- Apply background check and reference verification practices
- Design a fair and transparent selection process
- Communicate hiring decisions professionally to candidates

Day 3: Onboarding and Performance Management

- Design onboarding programs that improve early engagement
- Build performance management processes using SMART goals
- Conduct effective performance appraisal conversations
- Provide constructive feedback to support employee growth
- Set clear performance expectations and development plans
- Address underperformance through structured improvement plans
- Align individual performance goals with team objectives

Day 4: Employee Relations and HR Compliance

- Apply grievance handling procedures to resolve disputes fairly
- Interpret workplace policies related to conduct and discipline
- Identify basic compliance requirements affecting HR practice
- Address common employee relations challenges professionally



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- Maintain accurate and confidential employee records
- Use HR information systems (HRIS) to manage employee data
- Review case studies of effective employee relations practices

Day 5: Compensation Basics and HR Planning

- Build foundational knowledge of pay structures and benefits
- Apply basic principles of pay equity in compensation decisions
- Introduce workforce planning concepts for HR professionals
- Support budgeting discussions related to staffing costs
- Align HR practices with broader organizational goals
- Develop a personal action plan for applying HR fundamentals
- Summarize key takeaways and next steps

Conclusion

By successfully completing the Advanced Introduction to Human Resources Certification, participants will gain practical knowledge of recruitment, performance management, employee relations, and HR compliance basics. They will also acquire the skills to apply structured HR processes that support fair and consistent people management. Furthermore, participants will understand how core HR functions align with organizational goals and labor regulations. Gentex Training Center's Advanced Introduction to Human Resources Certification Training Course prepares professionals to handle essential HR responsibilities with confidence.

FAQs





Q1 What is the "Advanced Introduction to Human Resources Certification" course about?

This course explains the core functions of human resources, including recruitment, performance management, employee relations, and compliance basics. It focuses on practical frameworks that help professionals manage everyday HR responsibilities effectively and consistently across different organizations.

Q2 What are the key benefits of the "Advanced Introduction to Human Resources Certification" course?

Participants gain the ability to run structured hiring processes, manage performance conversations confidently, and handle employee relations issues fairly. The course also builds compliance awareness, helping professionals reduce risk while supporting a positive workplace culture.

Q3 What skills will I gain from the "Advanced Introduction to Human Resources Certification" course?

Learners develop skills in structured recruitment, performance management, employee relations handling, and HR compliance awareness. These four core skills allow HR professionals to manage the full employee lifecycle with consistency and fairness.



Q4 What tools, methods, or standards are covered in the "Advanced Introduction to Human Resources Certification" course?

The course covers job analysis methods, structured interviewing techniques, SMART goal frameworks, and HR information systems (HRIS). Participants also explore grievance handling procedures and onboarding program templates used in day-to-day HR practice.

Q5 How is the "Advanced Introduction to Human Resources Certification" course applied in real-world practice?

Participants apply course concepts by writing job descriptions, conducting mock interviews, and designing onboarding and performance management processes. These exercises prepare learners to manage real recruitment, appraisal, and employee relations tasks within their own organizations.