***Course Title***

***Human Resources***

***Course Outlines***

***Part I: Building the Framework***

***1: The Big Picture***

***2: Law and Order: Navigating the Legal Minefield***

***of Hiring and Managing***

***Part II: The Right People in the Right Places***

***3: Building a Staffing Strategy***

***4: Smart Start to Hiring: Kicking Off the Hiring Process***

***5: Resourceful Recruiting***

***6: Narrowing Down the Field***

***7: One on One: Getting the Most Out of Interviewing***

***8: The Home Stretch: Making the Final Decision..***

***9: Starting Off on the Right Foot***

***Part III: Retention: Critical in Any Business Environment***

***10: Ensuring an Effective Compensation Structure***

***11: Creating the Right Benefits Package***

***12: Creating an Employee-Friendly Work Environment***

***13: Getting Permanent Benefit from Interim Staffing***

***14: Training and Development***

***Part IV: Keeping Things Together Monitoring Ongoing Performance***

***15: Assessing Employee Performance***

***16: Encouraging Extraordinary Performance***

***17: Handling Difficult Situations***

***Part V: The Part of Tens :***

***18: Ten Keys to HR Success in the Future***

***19: Ten Ways to Become an HR Strategist***

***20: Ten HR-Related Web Sites Worth Exploring***

***21: Ten HR-Related Associations You Should Know About.***

***22: The Ten Most Important HR-Related Laws***