

NAME: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_/\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Tel# \_\_\_\_\_

This program is designed to provide an introductory understanding of the functions of the human resource position as well as training in the skills and strengths required of the successful Human Resource Management Professional.

**REQUIRED COURSES:**

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		Human Relations	●			●	●
		Human Resource Management <u>or</u> Certificate in Human Resource Management (SHRM Approved)	●			●	●
		Ethical Issues in the Workplace	●	●	●		●
		Meetings That Work	●	●	●		●
		Organizational Behavior				●	
		Productive Work Habits	●	●	●		●
		Verbal Communications <u>or</u> (Certificate in Business Communication may be applied as requirement for Verbal <u>or</u> Written Communication)	●	●		●	
		Written Communication <u>or</u> (Certificate in Business Communication may be applied as requirement for Verbal <u>or</u> Written Communication)	●	●			●
					●		

L= Live    W=CFTEA Webcourse    SP= Self-paced Online    ILO = Instructor-Led Online    GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA