

# HR SKILLS™

HR Skills™ provides learners the core skills and knowledge to enable them to do their job, and the training and development to help them do it exceptionally well.



Understand the leadership roles within an HR department and how proper communication can be the difference between a good HR leader and a poor one.



Learn to evaluate the performance of employees with SMART goals in mind, and provide employees with a sense of direction and keep them motivated.



Gain an understanding of how to address workplace conflicts and have difficult conversations.

## Course List:

- ▶ Coaching
- ▶ Progressive Discipline
- ▶ SMART Goals for Performance Evaluation
- ▶ Conflict Resolution
- ▶ Handling Difficult Conversations
- ▶ Communication and HR
- ▶ Leadership and HR
- ▶ Problem-Solving

Find a complete list of courses at:

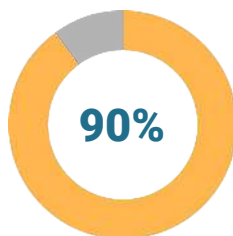
<https://catalog.mindedge.com/hrskills>

## Why HR Skills™ Training?

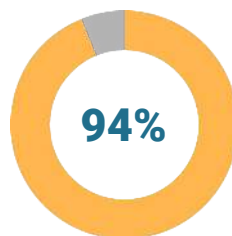
Human Resources plays a key role in developing, reinforcing, and changing the culture of an organization. Because the field of Human Resources is so vast and the role of an HR professional is so varied, training in both the foundational skills and best practices is vital to anyone interested in pursuing or further developing in their human resources career path. HR Skills™ is providing learners the knowledge and competencies needed to be successful in a positive job market with high growth potential.

## Learners agree that our online courses:

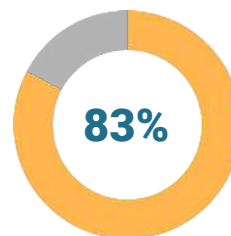
Are Effective



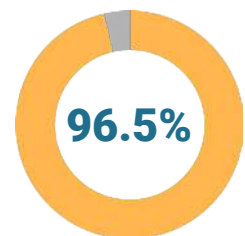
Meet Learning Objectives



Had a positive effect on their career/life



Worth Recommending to a Friend



\*Based on 2019-2020 MindEdge Learner Feedback surveys.