

HR Intensive Series

Purpose – 8 ½-week program for a deep dive into school HR

Target group – School HR professionals, especially those newer to School HR

Details – Virtual course consisting of a 2-hour session (instructional class) on Tuesdays and a 1-hour session (Q&A) on Thursdays each week

Agenda topics:

Week 1:

- School HR vs HR in the private sector
- School organization/chain of command/key relationships
- Keys to success - organization, communication, planning
- Employee groups

Week 2:

- Certifications
- Record keeping
- Mandated Trainings

Week 3:

- Recruiting
- Hiring
- Retention
- Furloughs
- Succession planning

Week 4:

- Labor relations
- Collective Bargaining Agreements and Contracts
- Negotiations

Week 5:

- Progressive discipline
- Improvement plans
- Evaluations

Week 6:

- Benefits administration
- Alphabet Soup (FMLA, ADA)

Week 7:

- Alphabet Soup (FLSA, UC, WC)
- Leaves

Week 8:

- Title IX
- PDE systems
- Audits
- Resources (what and where)

Week 9 (Tuesday class only):

- Additional student requested topics
- Wrap up and final Q&A
- Next steps
 - HR certifications
 - More professional development opportunities
 - Mentoring program
 - What else?