

Mastering Your HR Generalist Role

Intended Audience	Mid-Career (3+ years of experience)	Delivery Options	<ul style="list-style-type: none">• 2-Day In-Person (Onsite or Seminar)• 4-Week Virtual
HR Competency	HR Expertise Behavioral Competencies	Recertification*	SHRM: 15 PDCs

Program Overview

Learn how to standout in your organization as an HR Generalist in this two-day course ideal for mid-career professionals who are already working as a generalist or those who are moving from a specialist to a generalist role. Each module takes an in-depth and comprehensive look at today's business challenges and provides opportunities to apply your existing HR knowledge with practical scenarios, case studies, discussions and activities that incorporate behavioral competencies including business acumen, consultation, communication, and more. Gain stakeholder support by using metrics and communicating throughout the organization to build and establish credibility. Network and learn from your peers as well as from a subject-matter expert facilitator.

Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Apply SHRM-based behavioral competencies and U.S. employment laws with actionable skills to be more effective in your Generalist role
- Gain stakeholder support by using metrics to build a business case for HR initiatives
- Illustrate best practice communication principles to create credibility throughout the organization
- Assess your strengths and abilities to determine your unique career path as an HR Generalist



*Visit shrm.org/seminars for the most up-to-date recertification credit details.

Program Modules

This program includes the following modules:

- Module 1: Introduction
 - SHRM's HR Competency Model
- Module 2: Establishing Credibility
 - The core functions of an HR Generalist
 - The six stages of the employee lifecycle
 - Identifying stakeholders
 - Alignment with the organization
 - Selecting and using metrics
 - HR budgets and understanding basic financial terms
- Module 3: Communicating with Stakeholders
 - Collaborating with Stakeholders
 - Manage communications and training
- Module 4: Critical Generalist Challenges
 - The importance of documentation
 - Handling difficult employee situations
 - Terminations
 - EEO
 - FMLA
 - Employee handbooks
 - HR compliance audits
- Module 5: Career Development for the HR Generalist
 - The many paths of a generalist
 - Developing your unique path
- Module 6: Conclusion