

Montgomery County Community College
WDCBC 3504
HR for New Supervisors
0-6-0

Course Description:

The training is for newly promoted mid-level supervisors with strategies and best practices for dealing with Human Resource issues for staff.

Requisites:

Previous Course Requirements

None

Previous or Concurrent Course Requirements

None

Course Comment(s)

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Understand and deploy HR Laws and Compliance -what managers need to know (guidelines to be provided to instructor)	Lecture and demonstration for HR Laws and Compliance- Instructor materials	Students will have to demonstrate knowledge for the learning outcome areas both written and verbal.
2. Understand and utilize methods on how to deal with employee behavior and performance issues	Lecture and demonstration for Dealing with employee behavior and performance issues – Instructor materials	Students will have to demonstrate knowledge for the learning outcome areas both written and verbal
3. Have a good understanding on Assessing performance for employee reviews	Lecture and demonstration for understanding assessing performance for employee reviews – Instructor materials	Students will have to demonstrate knowledge for the learning outcome areas both written and verbal
4. Be able to utilize Effective interviewing	Lecture and demonstration for effective interviews – Instructor materials	Students will have to demonstrate knowledge for the learning outcome areas both written and verbal

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

Sequence of Topics:

1. Course Introduction
2. HR Laws and Compliance -what managers need to know (guidelines to be provided to instructor)
3. Dealing with employee behavior and performance issues
4. Assessing performance for employee reviews
5. Effective interviewing
6. Other topics TBD

Learning Materials:

Instructor's own material- handouts, PPT slides, case studies

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

Course Approval:

Prepared by: Gary Hines

Date: 9/14/18



Jim Fox, Executive Director, Workforce Development
Compliance Verification:

Date: 9/27/18

Revised by:

Date:

Jim Fox, Executive Director, Workforce Development
Compliance Verification:

Date:

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.