

OVERVIEW: The purpose of this training program is to provide HR Professionals technical knowledge and skill in the different functions of HR in Oregon state government.

This is an instructor-led training program, and all the cohorts are offered virtually.

Participants who successfully complete this training program will be awarded the State Certified Human Resources Professional certification (SCHRP). The SCHRP certification, is considered the equivalent of six months of human resource professional-level experience for HR positions within Oregon state government. People who have received the SCHRP certification may use the certification towards meeting MQs when applying for positions in the Human Resource Assistant, Human Resource Analyst, and Human Resource Consultant classifications.

AUDIENCE: Applicants for the training program must be:

- A current full-time state employee.
- Be in human resources or a management service position.
- Have approval from their manager to participate.

LENGTH: The cohort consists of eleven sessions.

COST: There is no cost to attend if you are accepted into the training program.

TOPICS:

1. Human Resource Management
2. Overview of Oregon State Government
3. Structure of HR in Oregon State Government
4. Functions of HR in Oregon State Government
5. Self-Awareness and Relationship Management

APPLICATION: There is an application process before being eligible to participate in the program. See schedule below for more information on the application timeline.

REGISTRATION: If you are accepted into the training program, then you will be registered in Workday by CHRO.

QUESTIONS: If you have any questions about the program, please contact Brandy Meng at chro.training@das.oregon.gov or 503-480-6626.

2024 COHORT SCHEDULE

COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE

COHORT 1 APPLICATION TIMELINE	
Applications Open:	November 1, 2023
Applications Close:	November 15, 2023
Applicants Notified:	Week of December 4, 2023

When applications open the link will be posted here with the schedule as well as on the [HR training web site](#).

COHORT 1 SCHEDULE		
Sessions	Date	Time
*Virtual Session 1	January 17, 2024	8:30am to 3:00pm
*Virtual Session 2	January 18, 2024	8:30am to 3:00pm
Virtual Session 3	February 14, 2024	8:30am to 3:00pm
Virtual Session 4	February 15, 2024	8:30am to Noon
Virtual Session 5	March 13, 2024	8:30am to Noon
Virtual Session 6	March 14, 2024	8:30am to Noon
Virtual Session 7	April 17, 2024	8:30am to 3:00pm
Virtual Session 8	April 18, 2024	8:30am to Noon
Virtual Session 9	May 15, 2024	8:30am to Noon
Virtual Session 10	May 16, 2024	8:30am to Noon
Virtual Session 11	June 11, 2024	8:30am to TBD

*If you are accepted into a cohort and miss the first two sessions, you will be dropped from the cohort and will need to re-apply for a future cohort.

COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

COHORT 2 APPLICATION TIMELINE	
Applications Open:	April 1, 2024
Applications Close:	April 15, 2024
Applicants Notified:	Week of April 22, 2023

When applications open the link will be posted here with the schedule as well as on the [HR training web site](#).

COHORT 2 SCHEDULE		
Sessions	Date	Time
*Virtual Session 1	June 25, 2024	8:30am to 3:00pm
*Virtual Session 2	June 26, 2024	8:30am to 3:00pm
Virtual Session 3	July 10, 2024	8:30am to 3:00pm
Virtual Session 4	July 11, 2024	8:30am to Noon
Virtual Session 5	August 13, 2024	8:30am to Noon
Virtual Session 6	August 14, 2024	8:30am to Noon
Virtual Session 7	September 18, 2024	8:30am to 3:00pm
Virtual Session 8	September 19, 2024	8:30am to Noon
Virtual Session 9	October 8, 2024	8:30am to Noon
Virtual Session 10	October 9, 2024	8:30am to Noon
Virtual Session 11	October 23, 2024	8:30am to TBD

*If you are accepted into a cohort and miss the first two sessions, you will be dropped from the cohort and will need to re-apply for a future cohort.