

- OVERVIEW:** This training program will provide a high-level overview of human resources in Oregon state government for participants who are not in a human resources position. There will be a break in between the sessions so participants can work on writing a development plan and conduct informational interviews with HR Professionals. The purpose of this level is to give non-HR employees exposure to the field of HR to determine if that is a career path, they would be interested in.
- This is an instructor-led training program, and all the cohorts are delivered virtually.
- AUDIENCE:** The target audience is current Oregon state government employees who want to explore moving into HR.
- LENGTH:** The cohorts consist of three half-day sessions.
- COST:** \$225
- TOPICS:**
1. HR Business Partner Framework
 2. The Evolution of HR
 3. Developing Your HR Competencies
 4. Overview of Oregon State Government
 5. Structure of HR in Oregon State Government
 6. Functions of HR in Oregon State Government
 - Legal Issues in HR
 - Employee Relations
 - Recruitment and Selection
 - Classification and Compensation
 - Diversity, Equity, and Inclusion
 - Overview of Workday
- REGISTRATION:** To register go to [https://wd5.myworkday.com/oregon/email-universal/inst/17815\\$3699/rel-task/2997\\$10951.html](https://wd5.myworkday.com/oregon/email-universal/inst/17815$3699/rel-task/2997$10951.html) (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.
- Waitlist:** If you enroll into a full cohort, you will be added to the waitlist and will not be able to register into another cohort that has openings.
- CANCELLATION POLICY:** A learner may cancel a registration with no penalty 30 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 30 calendar days prior to the first class or if they do not show up to the class.
- QUESTIONS:** If you have any questions about the program, please contact Brandy Meng at chro.training@das.oregon.gov or 503-480-6626.

COHORT 2 IS OPEN FOR ENROLLMENT

COHORTS 3 + 4 WILL BE OPENED FOR ENROLLMENT IN JULY

2024 COHORT SCHEDULE

COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	DATE	TIME
Virtual Session 1	March 20, 2024	8:00am to 12:00pm
Virtual Session 2	March 21, 2024	8:00am to 2:00pm
Virtual Session 3	April 11, 2024	8:00am to 12:00pm

COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	Date	Time
Virtual Session 1	September 11, 2024	8:00am to 12:00pm
Virtual Session 2	September 12, 2024	8:00am to 2:00pm
Virtual Session 3	October 2, 2024	8:00am to 12:00pm

COHORT 4 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	Date	Time
Virtual Session 1	November 6, 2024	8:00am to 12:00pm
Virtual Session 2	November 7, 2024	8:00am to 2:00pm
Virtual Session 3	December 4, 2024	8:00am to 12:00pm