

OVERVIEW: This training program will provide a high-level overview of human resources for participants who aren't in an HR role. 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: \$150

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. A substitute can be sent if the learner is unable to attend.

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

2023 COHORT SCHEDULE

COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	DATE	TIME
Virtual Session 1	January 24, 2023	8:00am to 12:30pm
Virtual Session 2	January 25, 2023	8:00am to 12:00pm
Virtual Session 3	February 14, 2023	8:00am to 12:45pm

COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	DATE	TIME
Virtual Session 1	May 10, 2023	8:00am to 12:30pm
Virtual Session 2	May 11, 2023	8:00am to 12:00pm
Virtual Session 3	June 1, 2023	8:00am to 12:45pm

COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE

SESSIONS	Date	Time
Virtual Session 1	September 13, 2023	8:00am to 12:30pm
Virtual Session 2	September 14, 2023	8:00am to 12:00pm
Virtual Session 3	October 4, 2023	8:00am to 12:45pm

Cohort 2 and Cohort 3 will open for enrollment in Workday the first week of January 2023