JPIA HUMAN RESOURCES CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

Prog	ram R	eguire	ments

- ☐ Completion of training in 17 Human Resources topics (listed in the table below)
- ☐ Completion of five training electives (a job-related or HR-related topic)
 - o Course descriptions and certificates of completion submitted to the JPIA Training Department
- □ Completion of District Management Orientation (see District Management Orientation Completion Form)

Course Training Options

Available options to complete the Human Resources course requirements are listed below. JPIA offers classroom, webinar, <u>or</u> e-learning options to complete training. Enroll in and complete <u>one training option</u> per topic:

HUMAN RESOURCES	JPIA Classroom	JPIA Live Virtual	JPIA Recorded	JPIA LMS	<u>Vector Solutions</u>
TRAINING OPTIONS:		Instructor Led	<u>Webinar</u>	Online Courses	
(Complete ONE option n	per training topic requirem	nont):			
		ieny.		Communication:	
Communication	☐ Communication			☐ Communication:	
				Breakthrough	
				Listening,	
				☐ Communication:	
				Criticism – Giving	
				and Receiving,	
				□ Communication:	
				Conflicts in the	
				Workplace	
				☐ (All three required)	
Discrimination &	☐ Discrimination &				☐ Preventing
Harassment	Harassment				Discrimination in the
					Workplace
					☐ SMART
					Management:
					Discrimination in the
					Workplace
					(Choose one)
Documenting	☐ Documentation	☐ Documenting		☐ Documentation	(<u>3110000 0110</u>)
2004		Employee		Made Easy	
		Performance		Widde Lasy	
		CHOITIANGE			

HUMAN RESOURCES TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar	JPIA LMS Online Courses	<u>Vector Solutions</u>
(Complete ONE option p	er training topic requiren	nent):			
Drug & Alcohol Reasonable Suspicion	☐ Drug & Alcohol Reasonable Suspicion				 Reasonable Suspicion of Alcohol for Supervisors Reasonable Suspicion of Drugs for Supervisors
					(Both required)
Effective Performance Feedback	☐ Effective Performance Feedback	☐ Effective Performance Feedback			□ SMART Management: Methods for Motivating & Mentoring Your Team □ SMART Management: Coaching for Better Performance (Both required)
Ergonomics (Office or Field)	☐ Ergonomics (Office or Field)				□ Water Industry General Office Ergonomics □ Water Industry Industrial Ergonomics □ Water Industry Back Injury Prevention □ Water Industry Slips, Trips, and Falls Prevention (All four required)
New Employee Orientation	☐ Onboarding New Staff	Onboarding New Staff			
Hiring Practices	☐ Hiring Practices			☐ Hiring Practices	☐ SMART Management: Lawful Hiring Practices
Injury/Illness	☐ Injury/Illness	☐ Injury/Illness			
Prevention Program	Prevention Program	Prevention Program			
Job Descriptions	☐ Job Descriptions	☐ Job Descriptions			
Generations	☐ Generations				☐ SMART Management: Getting the Most Out of a Multi-Generational Workforce

HUMAN RESOURCES TRAINING OPTIONS: JPIA Classroom						
(Complete ONE option per training topic requirement): Nuts & Bolts of Supervisor Laws Supervisor Laws Supervisor Laws Performance Appraisals Appraisals Policies & Procedures Risk Transfer Policies & Procedures Return to Work Return to Work (Both required) Workers' Compensation Basics Return to Work (Both required)	HUMAN RESOURCES	JPIA Classroom	JPIA Live Virtual	JPIA Recorded	JPIA LMS	<u>Vector Solutions</u>
Nuts & Bolts of Supervisor Laws Supervisor Law	TRAINING OPTIONS:		Instructor Led	<u>Webinar</u>	Online Courses	
Nuts & Bolts of Supervisor Laws Performance Appraisals Policies & Procedures Risk Transfer Workers' Compensation Basics Nuts & Bolts of Supervisor Laws Su						
Supervisor Laws Performance Appraisals Policies & Procedures Risk Transfer Workers' Compensation Basics Supervisor Laws Su	(Complete ONE option p	er training topic requiren	nent):			
Performance Appraisals Biffective Performance Review Practices Compensation & Policies & Procedures Procedures Procedures Risk Transfer Appraisals Appraisa	Nuts & Bolts of	☐ Nuts & Bolts of	☐ Nuts & Bolts of			
Appraisals Appraisals Appraisals Appraisals Appraisals Appraisals Appraisals Effective Performance Review Practices SMART Goals: Setting Effective Targets (Both required) Policies & Procedures Procedures Risk Transfer Risk Transfer Workers' Compensation Basics Return to Work Return t	Supervisor Laws	Supervisor Laws	Supervisor Laws			
Review Practices SMART Goals: Setting Effective Targets (Both required) Policies & Procedures Procedures Risk Transfer Risk Transfer Risk Transfer Return to Work Risk Transfer Return to Work Return to	Performance	☐ Performance				☐ SMART Management:
Review Practices SMART Goals: Setting Effective Targets (Both required) Policies & Procedures Procedures Procedures Risk Transfer Review Practices SMART Goals: Setting Effective Targets (Both required) Policies & Procedures Proce	Appraisals	Appraisals				Effective Performance
Policies & Procedures Policies & Procedures Procedures Risk Transfer Risk Transfer Workers' Compensation Basics Return to Work						Review Practices
Policies & Procedures Policies & Procedures Procedures Risk Transfer Risk Transfer Workers' Compensation Basics Return to Work						☐ SMART Goals: Setting
Policies & Procedures						J
Policies & Procedures Risk Transfer Workers' Compensation Basics Policies & Procedures Policies & Procedures Risk Transfer Workers' Comp and Return to Work						
Procedures Risk Transfer □ Risk Transfer □ Workers' Comp and Return to Work Return to Work □ Risk Transfer □ Workers' Comp and Return to Work □ Risk Transfer □ Risk Transfer □ Workers' Comp and Return to Work □ Return to Work (Both required)	Policies & Procedures	☐ Policies &		☐ Policies & Procedures		(<u>zom roquirou</u>)
Risk Transfer Workers' Compensation Basics Workers' Comp and Return to Work Ret	1 oncies a i roccaares			a rolloics a rioccadics		
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Compensation Basics Return to Work Return to Work Compensation Basics Return to Work (Both required)	RISK Fransfer	☐ Risk Transfer			☐ Risk Transier	
Compensation Basics Return to Work Return to Work Compensation Basics Return to Work (Both required)			_			
Return to Work (Both required)		■ Workers' Comp and	☐ Workers' Comp and			
required)	Compensation Basics	Return to Work	Return to Work	Compensation Basics		
· · ·				☐ Return to Work (Both		
Workplace Violence				required)		
	Workplace Violence	☐ Workplace Violence		☐ Workplace Violence		☐ Workplace Violence

<u>Human Resources Specialty – Electives</u>

Course Elective	Date Completed
☐ Elective 1:	
☐ Elective 2:	
☐ Elective 3:	
☐ Elective 4:	
☐ Elective 5:	