



**CHESAPEAKE HUMAN RESOURCES ASSOCIATION
SPRING 2010 ESSENTIALS OF HUMAN RESOURCE MANAGEMENT**

MAKE THE COMMITMENT...

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resources roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. The course is divided into six modules including Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development and Performance Management.

INSTRUCTOR SUMMARY OF QUALIFICATIONS

Melanie L. Suter, MS, SPHR is an HR Business Partner for BD (Becton Dickinson) in Cockeysville, MD. Melanie brings 10 years of HR experience in union and non-union environments for multi-location, multi-sized profit organizations. Melanie is a graduate of University of Maryland Baltimore County with a BA in Psychology as well as an MS from McDaniel College in Human Resource Development. Melanie has supported training curriculums for organizational universities along with specialized curriculum for HR professionals.

ESSENTIALS OF HR MANAGEMENT (15 hours in 5 consecutive weeks)

THURSDAY EVENING DATES/TIME: April 15, 2010 through May 13, 2010 — 5:30 PM to 8:30 PM

LOCATION: PSA Financial, 11311 McCormick Road, Hunt Valley, MD 21031

REGISTRATION *(print or type)*

Name: _____ Position Title: _____
 Organization: _____ Number of Employees: _____
 Work Address: _____ City/State/Zip: _____
 Work Phone: _____ Cell Phone: _____
 Fax Number: _____ E-mail Address: _____

PLEASE CHECK: (Fees include: SHRM Essentials of HR Management book, final exam and special handouts)

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|---|---|
| <input type="checkbox"/> CHRA Member | <input type="checkbox"/> Non-CHRA Member |
| <input type="checkbox"/> Regular Registration Fee \$575 | <input type="checkbox"/> Regular Registration Fee \$650 |
| <input type="checkbox"/> Early Registration Fee \$525 | <input type="checkbox"/> Early Registration Fee \$600 |

Early registration fee must be received by CHRA no later than April 1, 2010.

Payment Options

Check enclosed payable to CHRA Charge to: VISA/MC/American Express
 Card #: _____ Card Holder Name: _____
 Expiration Date: _____ Signature: _____

Questions regarding class registration can be directed to CHRA at 410-752-3318, and the completed registration form, along with payment, should be mailed to CHRA, 720 Light Street, Baltimore, MD 21230 or faxed to 410-752-8295. *Early class withdrawal may receive a refund but would be subject to a 25% cancellation fee. Refunds will not be available two weeks prior to the start of class.* Questions about the class format should be sent to Melanie_L_Suter@bd.com.

For additional information regarding professional certification, contact Christine Gosser, SPHR at Christine.Gosser@comcast.net or 410-215-7584.