



# Essentials of Human Resources

MAY - OCTOBER 2025

## Investment:

\$1,400  
per seat

Participants can receive 4  
SHRM CEUs for each  
session attended.

## Location:

All sessions will be held at  
DMACC's Ankeny Campus.

## When:

Class is held from 8:30 am -  
12:30 pm.

[Click here  
for more  
information](#)

This series is designed to equip participants with essential information, tools, and techniques to help them succeed in Human Resources roles.

## Topics covered:

### Talent Acquisition - 5/13

This session focuses on how to perform job analysis and identify job requirements, along with effective recruitment marketing strategies. Methods for selection assessment and techniques to support a positive candidate experience will also be discussed.

### Total Rewards - 6/10

Gain insights into compensation philosophies and develop a comprehensive total rewards strategy. This course also covers compensation plans, leave plans, benefit plans, and addresses pay practices and issues.

### Employee Relations - 7/8

Explore employee rights and the development and implementation of workplace policies and handbooks. This course also covers approaches to retaliation prevention, methods for conducting workplace investigations, and developing progressive disciplinary procedures.

### Performance Management - 9/9

This course covers coaching and mentoring approaches, implementing learning and development programs, goal setting practices, and recognition strategies.

### Staff Development & Succession Planning - 10/14

This course covers career development techniques, opportunities for upskilling and reskilling, programs for knowledge transfer, and creating individual development performance plans.