A critical component of any public health organization is its staff. Recruiting, selecting, orienting, and other human resources tasks are important and complex matters. Accordingly, human resource principles and functions must be appropriately applied and implemented within public health organizations.

This course is designed to meet the needs of working professionals and is offered using a distance-based learning approach. This course is available on-line using a combination of synchronous and asynchronous learning methods to enhance student learning. Synchronous learning consists of five ninety-minute interactive sessions, Adobe Connect, a virtual classroom tool, will be utilized for the webinars. Asynchronous learning consists of practical exercises designed for active participation and applied learning. Group discussions utilizing discussion boards and one on one interaction between student and instructor will take place via the Center for Public Health Practice’s (Center) Learning Content Management System (LCMS).

This course is one of the core management courses that constitute the Public Health Management and Leadership certificate program offered by the Center for Public Health Practice at The Ohio State University’s College of Public Health.

Upon completion of this course, participants will be able to:

- Discuss laws related to human resource management (HRM)
- Apply laws to public and union contexts
- Explain the steps and content of the job analysis process
- Develop task-based job descriptors
- Develop a position description and announcement
- Discuss the phases of the candidate search process
- Describe methods of orienting new employees
- Describe methods for evaluating new employees
- Analyze methods to promote motivation on the job
- Identify factors which promote employee commitment to the organization
- Discuss ways to promote worker growth and development
- Discuss methods of performance evaluation
- Apply a method of performance evaluation to a hypothetical employee

Continued on next page
Audience

The target audiences for this course are:

- Public health and other public sector practitioners involved in recruiting, selecting, orienting, and other human relations tasks within their agency/organization.
- Public health practitioners who wish to receive the Public Health Management and Leadership certificate.

Completion Requirements

To receive continuing education credit and apply the course toward the Public Health Management and Leadership certificate program, participants must complete five online webinars, satisfactorily complete the practical exercises and submit the online course evaluation.

Date, time, and location

Webinars for the course will be held:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 6, 2014</td>
<td>9:30 – 11:00am</td>
<td>Webinar</td>
</tr>
<tr>
<td>May 13, 2014</td>
<td>9:30 – 11:00am</td>
<td>Webinar</td>
</tr>
<tr>
<td>May 20, 2014</td>
<td>9:30 – 11:00am</td>
<td>Webinar</td>
</tr>
<tr>
<td>May 27, 2014</td>
<td>9:30 – 11:00am</td>
<td>Webinar</td>
</tr>
<tr>
<td>June 3, 2014</td>
<td>9:30 – 11:00am</td>
<td>Webinar</td>
</tr>
</tbody>
</table>

Note: Access information for webinars will be provided at least one week prior to expected log-in.

Instructors

The director for this course is Michael Bisesi, PhD. The course instructor is Richard Boettcher, PhD, Professor Emeritus, OSU College of Social Work.

Cost

The cost for this course is $325.00. Fees may be paid with check, credit card, Purchase Order, or eRequest. Upon completion of the registration process, you will have the opportunity to print an invoice, which should be submitted with your payment or you may select to pay by credit card.

Please contact Meredith Cameron at mcameron@cph.osu.edu or 614-292-2942 with registration/payment questions.
The course has been submitted to the State Board of Sanitarian Registration to award contact hours.

This continuing nursing education activity was approved for 11.25 contact hour by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing center’s Commission on Accreditation. Approval valid through April 5, 2015.

Contact Meredith Cameron at 614-292-2942 or mcameron@cph.osu.edu for more information.

Sponsored by the Center for Public Health Practice (MEP2939), a designated provider of continuing education contact hours (CECH) in health education by the National Commission for Health Education Credentialing, Inc., this program is designated for Certified Health Education Specialists (CHES) and/or Master Certified Health Education Specialists (MCHES) to receive up to 15 total Category I contact hours in health education. Maximum advanced-level contact hours available 9.

15 CPH CEUs will be awarded.

Contact Meredith Cameron at 614-292-2942 or mcameron@cph.osu.edu for more information.

To register for this course, go to https://www.cphplearn.org, the Center for Public Health Practice (CPHP) Learning Content Management System (LCMS). Enter your username and password, or if you are a first-time user, select Create Account and enter your profile information. TRAIN users may want to use the same username and password for both TRAIN and the LCMS.

Click on Course Catalog, click on View beside Human Resources Management in Public Health. Scroll to the bottom of the page and click on LCMS Registration. Once the registration process is complete, you will receive a confirmation email containing additional instructions.

To have your registration also appear in your TRAIN transcript, you will need to stay logged into the CHP LCMS, click on My Training, click on view beside Human Resources Management in Public Health, scroll to the bottom of the page, and click on TRAIN Registration.

The deadline for registration is Friday, April 25, 2014. Class size is limited to 30. Registration will occur on a first come first served basis.
Withdrawals and refunds

All withdrawals less than three (3) weeks prior to the start date of the course (5/6/2014) are subject to a $35.00 processing fee. Refund requests will not be honored if received less than two (2) weeks prior to the start of the course. Substitutions are welcome.

The Center for Public Health Practice reserves the right to cancel an event if there is insufficient enrollment. If the Center for Public Health Practice cancels an event, registrants will receive a full refund.

Sponsors

This course is sponsored by the Center for Public Health Practice, located in the College of Public Health at The Ohio State University.

Disclosure

The course is partially supported by the Ohio Public Health Training Center, grant number UB6HP20203, from the Health Resources and Services Administration, DHHS, Public Health Training Center Program. Contents are solely the responsibility of the authors and do not necessarily represent the official views of HRSA.

There is no commercial support for this course nor do the presenters and planning committee members have any conflict of interest. There will be no mention of off-labeled product uses.

Director Bio

Michael Bisesi, PhD, is an academic administrator, professor, and scientist. Dr. Bisesi has more than 20 years of diverse experience in university administration, teaching, field/laboratory research, service, program development, program outcomes, assessment, accreditation, and authorship. Past to present administrative positions, most often concurrent, include: Program Director, Department Chairman, and Associate Dean. He is currently the Senior Associate Dean for Academic Affairs, Director of the Center for Public Health Practice, and Associate Professor of Environmental Health Sciences at The Ohio State University College of Public Health.

Instructor Bio

Richard Boettcher, PhD, is Professor Emeritus in the OSU College of Social Work where he has taught management and administration of non-profit and governmental agencies since 1993, including courses on human resource management, leadership and organizational dynamics as well as professional ethics. Dr. Boettcher has 26 years of experience as an academic and human service administrator. His recent publications include articles on “A Supervisor's First Duty" and "The Case for Teams in Social Service Agencies". He regularly gives workshops for both the College of Social Work and the National Association of Social Work on subjects related to human service management and ethics. He is a Certified Social Work Manager (CSWM) and a Licensed Independent Social Work Supervisor in the state of Ohio (LISW-S).
Inquiries

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