

CHECKLIST FOR EARNING THE SCG CERTIFIED HR PARTNER DESIGNATION



Complete each item below in order to earn this designation. **Advance registration via TRAC is required for each classroom session.** The courses may be completed in any order; remember to complete the pre-work before each classroom session.

| COURSE | COMPLETE THE FOLLOWING | ATTACH TO THIS CHECKLIST |
|--|--|---|
| Managing a Diverse Workforce | <p><u>Enroll (TRAC):</u> <i>EMES HR: Managing a Diverse Workforce</i> <u>Pre-Work:</u> Pre-Work self-study document will be sent to you electronically when you enroll.</p> <ul style="list-style-type: none"> • Study the document. • Print and complete self-assessment (included in the document) and <u>take it with you to class.</u> • Print pre-work certificate (included in the document). <p><u>Attend Classroom Session</u></p> | <ul style="list-style-type: none"> <input type="checkbox"/> PreWork Certificate (found in self-study document) <input type="checkbox"/> TRAC transcript showing “Finished” status for classroom session.* |
| Hiring, Developing, & Preparing for the Future: A Guide to Workforce Planning | <p><u>Enroll (TRAC):</u> <i>EMES HR: Hiring, Developing, & Preparing</i> <u>Pre-Work:</u> A link to this presentation will be provided to you electronically when you enroll.</p> <ul style="list-style-type: none"> • Complete the on-line presentation. • Print pre-work certificate (included in presentation). <p><u>Attend Classroom Session</u></p> | <ul style="list-style-type: none"> <input type="checkbox"/> PreWork Certificate (included in on-line presentation) <input type="checkbox"/> TRAC transcript showing “Finished” status for classroom session.* |
| Managing Performance: Planning, Coaching, Reviewing, and Rewarding | <p><u>Enroll (TRAC):</u> <i>EMES HR: Managing Performance</i> <u>Pre-Work:</u> A link to this presentation will be provided to you electronically when you enroll.</p> <ul style="list-style-type: none"> • Complete the on-line presentation. • Print pre-work certificate (included in presentation). <p><u>Attend Classroom Session</u></p> | <ul style="list-style-type: none"> <input type="checkbox"/> PreWork Certificate (included in on-line presentation) <input type="checkbox"/> TRAC transcript showing “Finished” status for classroom session.* |
| Employee Relations: Essential Skills for Leaders | <p><u>Enroll (TRAC):</u> <i>EMES HR: Employee Relations</i> <u>Pre-Work:</u> A link to this presentation will be provided to you electronically when you enroll.</p> <ul style="list-style-type: none"> • Complete the on-line presentation. • Print pre-work certificate (included in presentation). <p><u>Attend Classroom Session</u></p> | <ul style="list-style-type: none"> <input type="checkbox"/> PreWork Certificate (included in on-line presentation) <input type="checkbox"/> TRAC transcript showing “Finished” status for classroom session.* |

*We recommend that you wait and simply attach one copy of your TRAC transcript showing completion of all four courses.



Completing the Program

Ensure that the following items are attached to this checklist:

- all 4 pre-work certificates
- one copy of your TRAC transcript showing "F" (Finished) status for all 4 courses

Print your name and other information below.

You are encouraged to scan the completed checklist and attachments, keep the originals, and **send the electronic file via e-mail** to:

askTPM@scgov.net

Or, you may **send the hard copy** checklist with attachments to Organizational & Employee Development (OED) at 1660 Ringling Blvd.

The SCG Certified HR Partner designation will be added to your transcript within one week. A certificate will be sent to you via interoffice mail within 60 days.

YOUR NAME: _____ PHONE: _____
(Please Print Legibly)

CORE SERVICE: _____ EMPLOYEE ID #: _____
(on back of employee ID badge)

Questions? Please contact askTPM@scgov.net, or call Suzanne Butsch at 650-4837.