

**Human Resources Administration Academy**

**2020 REGISTRATION FORM**

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| --- | --- | --- | --- |
| Name |  |  |  |
| Position |  |  |  |
| District/College |  |  |  |
| Department/Division |  |  |  |
| Address |  |  |  |
| City/State/Zip |  |  |  |
| Work Phone |  | Fax | E-mail |
| **APPLICATION INFORMATION** |
| **Email application form & letter of interest to LaToya Bass at** **lbass1@mtsac.edu** **No later than Thursday, October 1, 2020.****Limit: 24 Students / Tuition: $500****Upon acceptance to the Academy, please secure your enrollment by submitting payment no later than Thursday, November 5, 2020****ABSOLUTELY no refunds** |
| **\*Payment Method:** | Check#  | Purchase Order#  |
| **\*Total Enclosed:** | **$**  | **(Please include copy of registration form with payment.)** |
| **Make CHECK or PURCHASE ORDER payable to ACHRO/EEO Mail payment to:** LaToya Bass, Executive Assistant 1100 N. Grand Avenue, Ste. 4-1460Walnut, CA 91789 |
| **Letter of interest – describe your role in Human Resources and/or negotiations for your District. Explain how participation in the ACHRO Human Resources Administration Academy will benefit you.** |

\*Complete upon sending payment. This information is not needed when sending email to secure enrollment.

HUMAN RESOURCES ADMINISTRATION ACADEMY

***-- INFORMATION --***

**Academy Objectives:** To prepare the student for entry level or transition into HR management and leadership in the California Community College System. The student will obtain an overview of HR administration to include HR resources available, applicable laws and regulations, staffing and employment, dealing with conflict, dealing with common challenges a HR leader is faced with, introduction to negotiations and negotiation strategies, EEO & Diversity, Title IX, employee and labor relations including handling grievances and other challenges HR professionals experience in the California Community College System. The Academy will also provide the student with a unique opportunity to network with other classmates, CCC HR professionals, CHROs, and legal counselors to gain knowledge and insight in dealing with current day challenges and issues.

**Academy Schedule:** All sessions will be conducted via zoom due to the pandemic and will last approximately 2.5 hours each session. Materials and handouts will be provided for each session. **The tentative schedule is as follows:**

# Session One: Wednesday, November 18, 2020, 1:30 – 4:00pm

**Session Two: Thursday, January 14, 2021, 1:30 – 4:00pm**

**Session Three: Thursday, February 25, 2021, 1:30 – 4:00pm**

**Session Four: Thursday, March 18, 2021, 1:30 – 4:00pm**

**Session Five: Thursday, April 22, 2021, 1:30 – 4:00pm**

**Session Six: Thursday, May 13, 2021, 1:30 – 4:00pm**

**Session Seven: Thursday, June 17, 2021, 1:30 – 4:00pm**

**Session Eight: Thursday, July 22, 2021, 1:30 – 4:00pm**

**Session Nine: Thursday, August 19, 2021 1:30 – 4:00pm**

**Session Ten: Thursday, September 16, 2021 1:30 – 4:30pm**

Academy fee includes registration to the **ACHRO/EEO 2021 Conference!** Presentation and Activity information will be provided prior to the Fall Conference.

***PROGRAM TOPICS WILL BE EMAILED and***

***POSTED on*** [***http://achroeeo.com***](http://achroeeo.com/) ***ONCE FINALIZED***

**For more information on ACHRO/EEO, visit our website at** [***http://achroeeo.com***](http://achroeeo.com/)

**Questions/Inquiries:** LaToya Bass, Executive Assistant

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