



Fall 2025 – Spring 2026 HR Series Completion Certificate Policy

Core Curriculum (all are required)

1. Employee Assistance I: Supporting Mental Health in the Workplace
2. Employee Performance Management
3. Employment Policies
4. The Family Medical Leave Act
5. Fostering a Culture of Respect I: Understanding and Responding to Discrimination, Harassment, and Sexual Misconduct
6. Recruitment and Hiring Part I
7. Recruitment and Hiring Part II

Electives (must complete 4 of 7)

1. Campus Safety: The Supervisor's Role
2. Collective Bargaining and Grievance Processes
3. Employee Assistance II: Growing Workgroup Culture
4. Employee Assistance III: Substance Abuse in the Workplace
5. Fostering a Culture of Respect II: Disability Equity: Compliance, Etiquette, and Inclusion
6. Fostering a Culture of Respect III: Creating an Inclusive Work Environment
7. The Performance Partnership Program (PPP)

Seminar Expiration Policy

Courses must be completed within 6 HR Series terms (there is one term in the fall and one in the spring) of the first seminar taken to contribute to completion status. Example: If you attended your first seminar during Fall Term 2023, you must have attended all of the core curriculum seminars and four of the elective seminar options by the end of Spring Term 2026 for all attended seminars to contribute to completion status.

PLEASE NOTE: 2025–2026 is the final year to complete the HR Series and earn a Completion Certificate. In Fall 2026, we will launch Supervisor Fundamentals—a refreshed, expanded program designed to better support today's supervisory needs.

Participation Expectations

Attending for the entire span of the training seminar is beneficial and recommended to maximize your knowledge and justify full credit for the workshop. A member of the Employee Learning and Organizational Effectiveness team will be present at the beginning of all seminars to staff these events and answer presenter and participant questions.

Contact Employee Learning and Organizational Effectiveness at ihr-learning@illinois.edu or (217) 333-8342 with any questions about this policy.

Last Modified: August 6, 2025