



## Why Should I Become a Workforce Leader?

- Corporate awareness
- Make a difference in the next workforce
- Access to future interns & employees
- Earn recertification credits

## Benefits for Students

- Students would receive a certificate of completion after a successful conclusion of the VHR or Tomorrow's Competent Professional program
- This credential can be noted on their resume and LinkedIn profile
- Enrich and enhance a young adult's understanding and knowledge of the core competencies expected from local employers
- Understanding of 21st century Human Resources and the day in the life of a Human Resource Professional



## Preparing The Next Generation For Workforce Success and A Potential Career in Human Resources



## SHRM-LI WORKFORCE READINESS LEADERSHIP PROGRAMS

CONTACT US:

[WORKFORCEREADINESS@SHRMLI.ORG](mailto:WORKFORCEREADINESS@SHRMLI.ORG)

CO-CHAIRS:

ANDREA DILORENZO

SUSAN GUBING

# Become a SHRM-LI Workforce Readiness Volunteer

## VIRTUAL HUMAN RESOURCES ASSISTANT

### Welcome to TechnoBeats International

#### SESSION 1:

- What is Human Resources and what are the tasks of an HR Assistant
- How does Human Resources fit into a company job titles and career paths
- Education and skills needed for career growth



#### SESSION 2: Basic Tasks of a HR Assistant

- Greeting visitors/applicants
- Communications
- Test run of online job application

#### SESSION 3: Skills Needed for the Position

- Acceptable Job interview questions
- Research Long Island corporate career pages resume and cover letter review

At the completion of your three days of training and mastery of all nine human resources tasks, you will have the opportunity to earn the "Virtual Human Resources Credential" which may be placed on your resume.

<https://sites.google.com/site/shrmlitcp/shrm-vhr>



## TOMORROW'S COMPETENT PROFESSIONAL

### COMPETENCIES

- ⇒ Business Acumen
- ⇒ Communications
- ⇒ Consultation
- ⇒ Critical Evaluation
- ⇒ Ethical Practice
- ⇒ Global and Cultural Effectiveness
- ⇒ Leadership and Navigation
- ⇒ Training Relationship Management



<http://tinyurl.com/shrmlitcp>

### Learning Objectives:

Upon successful completion of this program, the student will:

1. Increase an awareness of the Human Resources function within any business.
2. Understand how competency models are used in business and describe the interrelation between technical and behavioral competencies.
3. Understand key behaviors and practical application of each of the competencies included in the SHRM Competency Model
4. Understand the importance of team work and group problem solving.
5. Gain practice in working with groups to achieve a common goal.



## MAKING THE CONNECTION

### CONNECT TO A HIGH SCHOOL, TRADE SCHOOL OR COLLEGE THAT IS:

- Close to your Home or Work  
OR
- Contact the high school or college you or a relative graduated from
- Contact a local Community Organization or College SHRM Student Chapter that would benefit from our WFR Programs

### HOW WE DELIVER THE CONTENT

- ◆ SHRM-LI Member classroom presentation
- ◆ Teacher/Professor
- ◆ Student/Group Delivery
- ◆ Club Activity
- ◆ Student project for Competition
- ◆ Career Center Workshop
- ◆ Professional development for education staff