# Human Resource Services Presents:
## Management Fundamentals Certificate Series

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity and Empowering in Leadership,</td>
<td>8:30 a.m. - 12 p.m. September 13, 2018</td>
<td>8:30 a.m. - 12 p.m. January 10, 2019</td>
</tr>
<tr>
<td>It's the Law! The Fair Labor Standards Act (FLSA)</td>
<td>8:30 a.m. - 12 p.m. September 27, 2018</td>
<td>8:30 a.m. - 12 p.m. January 24, 2019</td>
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<tr>
<td>Interviewing and Selecting Employees</td>
<td>8:30 a.m. - 12 p.m. October 11, 2018</td>
<td>8:30 a.m. - 12 p.m. February 7, 2019</td>
</tr>
<tr>
<td>Coaching Employees</td>
<td>8:30 a.m. - 12 p.m. October 25, 2018</td>
<td>8:30 a.m. - 12 p.m. February 21, 2019</td>
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<tr>
<td>It's the Law! The Family and Medical Leave Act (FMLA)</td>
<td>8:30 a.m. - 12 p.m. November 1, 2018</td>
<td>8:30 a.m. - 12 p.m. March 7, 2019</td>
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<tr>
<td>Navigating Conflict</td>
<td>8:30 a.m. - 12 p.m. November 15, 2018</td>
<td>8:30 a.m. - 12 p.m. March 21, 2019</td>
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<tr>
<td>Fair and Effective Discipline</td>
<td>8:30 a.m. - 12 p.m. November 28, 2018</td>
<td>8:30 a.m. - 12 p.m. April 4, 2019</td>
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<tr>
<td>Performance Management</td>
<td>8:30 a.m. - 12 p.m. December 6, 2018</td>
<td>8:30 a.m. - 12 p.m. April 18, 2019</td>
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<tr>
<td>Creating a Culture of Diversity, Inclusion and Health</td>
<td>8:30 a.m. - 12 p.m. December 20, 2018</td>
<td>8:30 a.m. - 12 p.m. May 2, 2019</td>
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**URL for Registration:**
https://missouri.qualtrics.com/jfe/form/SV_6mwmd35BfC22h3n

Cost for series $100.00