



**EMPOWERING
PEOPLE**

**ADVANCING
WORKPLACES**



School of Human Resources
and Labor Relations
MICHIGAN STATE UNIVERSITY

PROFESSIONAL DEVELOPMENT
2025 PROGRAM CATALOG



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“Dr. Riley was spectacular. She presented information clearly and was able to elaborate when questions were asked. Her enthusiasm kept my attention and made me listen closely to everything that she delivered to this class.”

Certification in Workplace Investigations participant

“The instructor was engaging and exhibited a wealth of knowledge in this area. I learned a tremendous amount that will improve my practice at my facility!”

Certified Workers’ Compensation Professional Participant

Have a Question?



CONTACT

Melanie Zaremba, M.Ed.

Director of Professional Development
Associate Director of Outreach
mzaremba@msu.edu

STAY CONNECTED



FROM THE DIRECTOR

First, we would like to say thank you to everyone who joined us for a program in 2024 and previous years. We are grateful for our organizational partners and growing network of dedicated participants. Your commitment to professional development, leadership, and lifelong learning inspires everything we do.

At Michigan State University's School of Human Resources and Labor Relations, we educate and empower professionals at every stage of their career. Our professional development programs are designed to equip you with practical, actionable skills that you feel confident implementing starting day one.

In 2025, we will continue to offer our renowned flagship programs, including [Certified Human Resources Specialist \(CHRS\)](#), [Negotiating Labor/Management Agreements for Competitive Advantage](#), [Certified Family and Medical Leave Act Specialist \(CFMLS\)](#), [Certified Labor Relations Professional \(CLRP\)](#), and the [CHRO Leadership Academy](#) for new and aspiring CHROs. We're also introducing timely offerings like [Leading Multigenerational Teams](#) and [Communication Strategies for Workplace Success](#) into our catalog of leadership and strategy programs.

We look forward to supporting your success in 2025 and beyond. Please reach out if I help answer any questions.

Melanie Zaremba

Director of Professional Development
Associate Director of Outreach Programs
School of Human Resources and Labor Relations



PARTNERSHIP PROGRAMS

Your team's learning needs and goals are unique.

That's why we're proud to offer customized partnership programs designed to address the specific goals and challenges your team faces.

With the School of HRLR at Michigan State, you'll gain a university partner known for creating impactful, practical training experiences that align with your strategic priorities.

Our approach is built on flexibility and alignment. Whether you're looking to develop essential leadership skills, deepen expertise in labor relations, or foster effective communication within multigenerational teams, we'll work closely with you to design a program that resonates with your team.

Our expert instructors combine real-world insights with the latest research, ensuring each session is both practical and grounded in best practices.

Partners of the Michigan State University School of HRLR join a lifelong network of academic and industry experts dedicated to building skilled, adaptable teams ready to excel in today's complex business environment.

Contact Melanie Zaremba to discuss how we can tailor our professional development programs to meet your training and development goals.



EXECUTIVE EDUCATION

your pathway to senior HR leadership

CHRO Leadership Academy

The CHRO Leadership Academy is for individuals who are new to the Chief Human Resources Officer or Chief People Officer role, as well as those on the succession path for top HR leadership positions.

The CHRO Leadership Academy is not a one-size-fits-all program. We recognize that every HR leader's journey is distinct, shaped by unique organizational challenges, leadership styles, and career trajectories.

This exclusive program is designed to elevate your leadership capabilities, equipping you with the strategic insight, executive presence, and advanced skills needed to excel at the highest levels of HR. Through collaboration with distinguished program leaders and experienced CHRO coaches, you will gain the tools to navigate the unique challenges and responsibilities that define HR leadership today and in the future.

Personalized, one-on-one coaching is the greatest differentiator of this program. You will have a current or former CHRO dedicated to supporting you and your professional growth and success.



“What differentiates this program is that it is highly customized to meet your individual needs.”

Steve Fitzgerald
Program Manager and Chief Executive
Officer of the FireStorm Group Ltd

THE DETAILS

INVESTMENT: \$25,000

Flexible Payment Options:
Pay in full or split into two payments—\$12,500 due by March 1 and \$12,500 by June 1

CURRENTLY ACCEPTING APPLICANTS FOR THE 2025 COHORT

VIRTUAL COACHING

Leaders can participate from anywhere in the world

CONNECT IN PERSON

Meet face-to-face with peers, coaches, faculty and sitting CHROs to build your network

CERTIFICATION

Individuals who complete the program will be conferred with a formal certificate indicative of their being a Michigan State Leadership Academy CHRO

CONTACT US

Learn more about how we can help you reach your professional goals

hrlr.msu.edu/chro

HRLR CERTIFICATIONS

professional certifications to demonstrate your mastery of content and commitment to the field of human resources management

Certified Human Resources Specialist (CHRS)

This is the **premier certification for new HR professionals and managers** who want to add greater value through a thorough understanding of human resources management.

This program will prepare you to **successfully engage in a broad range of HRM activities**, expanding opportunities to **advance your career**. The Certified HR Specialist program delivers hands-on, practical knowledge that you can apply immediately in your day-to-day work.

INVESTMENT: \$2,800

March 12 - April 11, 2025
8:30am - 12:30pm ET

September 9 - October 10, 2025
12:00pm - 4:00pm ET

hrlr.msu.edu/chrs

Certified HR Specialist for K-12 Administrators (CHRS K-12)

Knowing the many challenges that face school districts today, Michigan State University's School of Human Resources & Labor Relations and Novi Community School District (NCSD) are teaming up to offer a special educational opportunity to all school districts.

Intended for superintendents, HR administrators, HR staff, and building administrators, this program will expand your HR knowledge base so you can confidently serve as an HR resource for your School and District.

INVESTMENT: \$2,800

July 8 - August 12, 2025
9:00am - 12:00pm ET

hrlr.msu.edu/chrsk12



HRLR CERTIFICATIONS

professional certifications to demonstrate your mastery of content and commitment to the field of human resources management

Certified Workers' Compensation Professional (CWCP)

As a workers' compensation professional, you need specialized knowledge and skills in many diverse areas, including law, claims handling, disability management, safety, and medicine. The more versatile and knowledgeable you are as a professional, the more value and opportunity you create for yourself and your organization.

This *nationally-focused program* uses an innovative, hands-on and practical approach that prepares you to develop and implement a comprehensive set of skills as a Certified Workers' Compensation Professional.

INVESTMENT: \$2,800

October 20 - November 12, 2025
1:00pm - 5:00pm ET

hrlr.msu.edu/cwcp

Certified Family Medical Leave Specialist (CFMLS)

Learn strategies to successfully manage the Family Medical Leave Act (FMLA) and minimize abuse.

While most employees do not abuse the FMLA, those who do can cause scheduling challenges, lost productivity, and damage to employee morale.

Gain the confidence to effectively manage the FMLA.

Obtain the most up-to-date information, get your questions answered, and develop strategies for continued improvement.

INVESTMENT: \$1,200

September 18 & 19, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/cfmls



HRLR CERTIFICATIONS

professional certifications to demonstrate your mastery of content and commitment to the field of human resources management

Certified Labor Relations Professional (CLRP)

The Certified Labor Relations Professional (CLRP) is a comprehensive training program designed to equip newly hired or aspiring labor relations professionals with the fundamental knowledge, skills, and tools required to excel in a role that has labor relations accountability.

This program provides a **solid foundation in labor relations principles, strategies, and best practices**, ensuring that participants are well-prepared to navigate the complexities of a unionized environment.

INVESTMENT: \$2,800

February 6 - March 7, 2025
8:30am - 12:30pm ET

October 16 - November 14, 2025
12:30pm - 4:30pm ET

hrlr.msu.edu/clrp

Certified Labor Relations Leader (CLRL)

The Certified Labor Relations Leader (CLRL) professional development program is **tailored exclusively for labor relations managers and leaders** and brings together faculty and subject matter experts with real world experience, to navigate today's complex labor relations environment.

If you or a member of your labor relations team have more than five years of labor relations experience and are in a leadership, managerial, or supervisory role - the CLRL program will provide you with **leading-edge insights and skills** to lead the labor relations function with confidence.

INVESTMENT: \$3,800

April 28 - June 3, 2025
1:00pm - 5:00pm ET

hrlr.msu.edu/clrl



HRLR CERTIFICATE PROGRAMS

gain a deeper understanding of subjects crucial in today's workplace

Advanced Topics for Certified HR Specialists

Reconnect with your fellow Certified Human Resources Specialists!

Share ideas and experiences and strengthen your professional network.

This year's program will offer a comprehensive and dynamic learning experience that is designed to equip HR professionals with the knowledge and skills needed to thrive in an ever-evolving work environment.

We will be covering a wide range of topics, including the **latest HR trends that are shaping the future of work.**

INVESTMENT: \$1,100

October 23 & 30, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/advchrs

Certificate in Organizational Inclusion and Diversity

Your organization's long-term success depends upon its ability to create an environment where employees feel valued and have the tools they need to succeed.

Creating and maintaining an inclusive workplace is your competitive advantage!

This engaging program will provide you and your team with the tools you need to **eliminate implicit bias in recruiting, hiring, and performance management.**

INVESTMENT: \$1,200

June 10 & 12, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/diversity

Certificate in Workplace Investigations

Whether you're a manager, a small business owner, or an HR or labor relations professional, this program is designed to prepare you to **conduct effective, timely, and defensible investigations into all types of alleged misconduct.**

The way you handle investigations can have a significant impact on your and the organization's legal liability, and employee morale.

This interactive program provides opportunities for practice, time for individual questions, and **sample forms and worksheets that you can use to develop or revise your investigatory policies and practices.**

INVESTMENT: \$1,200

February 19 & 21, 2025
12:30pm - 4:30pm ET
June 17 & 19, 2025
8:30am - 12:30pm ET
November 6 & 7, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/investigations

LEADERSHIP & STRATEGY

providing the skills to help elevate you and your team

Communication Strategies for Workplace Success

Many of us struggle with communication at work, and it can affect everything from our productivity to how confident and understood we feel in our roles.

Whether you're new to the workforce or a seasoned leader, this program will give you **practical strategies to improve how you connect with others, help you feel more confident sharing ideas, and open doors to new opportunities in your career.**

Effective communication doesn't just happen—it's a skill that can be learned, practiced, and perfected. With the right tools and techniques, you can transform the way you interact with colleagues, clients, and teams. Let us show you how.

INVESTMENT: \$1,200

August 8 & 15, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/comstrategies

Influence at Work

This program is designed to equip you with the practical tools and strategies you need to **effectively communicate with colleagues, manage teams, and drive organizational change.**

Through interactive exercises and case studies, you'll have the opportunity to **practice your new skills in a safe and supportive environment.**

You'll receive personalized feedback and guidance to help you refine your approach and build your confidence as an influencer.

INVESTMENT: \$1,200

May 20 & 22, 2025
8:30am - 12:30pm ET

hrlr.msu.edu/influence

Leading Multigenerational Teams

Today's workforce consists of five distinct generations – Traditionalist, Baby Boomers, Gen X, Millennials, and Gen Z – each with their own communication styles, work preferences, values, and expectations.

Learn how to turn generational differences into a strength, whether you are an individual looking to better understand the people you work with, or a leader trying to get the best out of your multigenerational team.

This program will help you understand the traits of each generation, how to communicate with and motivate team members, and how to effectively resolve conflict and bring teams together.

INVESTMENT: \$1,200

February 4 & 11, 2025
6:00pm - 8:00pm ET

July 22 & 29, 2025
10:00am - 12:00pm ET

hrlr.msu.edu/multigen

NEGOTIATIONS & RECERTIFICATIONS

Negotiating Labor/Management Agreements for Competitive Advantage

Prepare for your upcoming contract negotiation.

This program features a comprehensive and unique framework that identifies the multiple linkages between collective bargaining strategies and broader human resources management, operational, and business strategies.

Combining interest-based and classical approaches to negotiations, you will learn about the essential processes and tactical decisions that underlie the key stages of negotiating agreements.

INVESTMENT: \$2,500

April 22-24, 2025
8:30am - 4:30pm ET

November 18-20, 2025
8:30am - 4:30pm ET

hrlr.msu.edu/negotiate

RECERTIFICATION

STAY CURRENT AND DEMONSTRATE YOUR PROFESSIONAL STATUS BY MAINTAINING YOUR CERTIFICATIONS

The **CHRS**, **CHRS K-12**, **CWCP**, **CLRP**, **CLRL**, and **CFMLS** certifications are valid until December 31st of the second year after initial certification or the last recertification.

FOR EXAMPLE:

- A CWCP *earned in May of 2024* would be *valid until December 31st of 2026*.
- After *recertifying in 2024*, the certification would be *valid until December 31st of 2026*.

You may apply for recertification at any time during the year in which your certification expires.

To avoid a lapse in certification, we encourage you to apply for recertification by December 1st of the year that your certification will expire.



LEARN MORE ABOUT RECERTIFICATION

| PROGRAM CALENDAR



JANUARY 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

FEBRUARY 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|---|--------------------------------------|------------------|--|-----|
| | | | | | | 1 |
| 2 | 3 | 4 Leading Multigenerational Teams DAY 1 | 5 | 6 CLRP DAY 1 | 7 CLRP DAY 2 | 8 |
| 9 | 10 | 11 Leading Multigenerational Teams DAY 2 | 12 | 13 CLRP DAY 3 | 14 CLRP DAY 4 | 15 |
| 16 | 17 | 18 | 19 Workplace Investigations DAY 1 | 20 CLRP DAY 5 | 21 CLRP DAY 6 Workplace Investigations DAY 2 | 22 |
| 23 | 24 | 25 | 26 | 27 CLRP DAY 7 | 28 CLRP DAY 8 | |

MARCH 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-------|-----|------------------|-----------------|------------------|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 CLRP DAY 9 | 7 CLRP DAY 10 | 8 |
| 9 | 10 | 11 | 12 CHRS DAY 1 | 13 | 14 CHRS DAY 2 | 15 |
| 16 | 17 | 18 | 19 CHRS DAY 3 | 20 | 21 CHRS DAY 4 | 22 |
| 23/30 | 24/31 | 25 | 26 CHRS DAY 5 | 27 | 28 CHRS DAY 6 | 29 |

APRIL 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------|-----|
| | | 1 | 2 CHRS DAY 7 | 3 | 4 CHRS DAY 8 | 5 |
| 6 | 7 | 8 | 9 CHRS DAY 9 | 10 | 11 CHRS DAY 10 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 Neg Lab/Mgmt Agreements DAY 1 | 23 Neg Lab/Mgmt Agreements DAY 2 | 24 Neg Lab/Mgmt Agreements DAY 3 | 25 | 26 |
| 27 | 28 CLRL DAY 1 | 29 CLRL DAY 2 | 30 | | | |

MAY 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|------------------|---|-----|-------------------------------|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 CLRL DAY 3 | 6 CLRL DAY 4 | 7 | 8 | 9 | 10 |
| 11 | 12 CLRL DAY 5 | 13 CLRL DAY 6 | 14 | 15 | 16 | 17 |
| 18 | 19 CLRL DAY 7 | 20 CLRL DAY 8 Influence at Work DAY 1 | 21 | 22 Influence at Work DAY 2 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

JUNE 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------------|--|-----|--|-----|-----|
| 1 | 2 CLRL DAY 9 | 3 CLRL DAY 10 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 Organizational Inclusion & Diversity DAY 1 | 11 | 12 Organizational Inclusion & Diversity DAY 2 | 13 | 14 |
| 15 | 16 | 17 Workplace Investigations DAY 1 | 18 | 19 Workplace Investigations DAY 2 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

JULY 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----------------------------------|-----|----------------------|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 CHRS K12 DAY 1 | 9 | 10 CHRS K12 DAY 2 | 11 | 12 |
| 13 | 14 | 15 CHRS K12 DAY 3 | 16 | 17 CHRS K12 DAY | 18 | 19 |
| 20 | 21 | 22 LMT DAY 1 CHRS K12 DAY 5 | 23 | 24 CHRS K12 DAY 6 | 25 | 26 |
| 27 | 28 | 29 LMT DAY 2 CHRS K12 DAY 7 | 30 | 31 CHRS K12 DAY 8 | | |

AUGUST 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-----|-----------------------|-----|---------------------|--|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 CHRS K12 DAY 9 | 8 Com Strategies for Workplace Success DAY 1 | 9 |
| 10 | 11 | 12 CHRS K12 DAY 10 | 13 | 14 | 15 Com Strategies for Workplace Success DAY 2 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

SEPTEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|------------------|-----|-------------------|---------------------------------|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 CHRS DAY 1 | 10 | 11 | 12 CHRS DAY 2 | 13 |
| 14 | 15 | 16 CHRS DAY 3 | 17 | 18 CFMLS DAY 1 | 19 CFMLS DAY 2 CHRS DAY 4 | 20 |
| 21 | 22 | 23 CHRS DAY 5 | 24 | 25 | 26 CHRS DAY 6 | 27 |
| 28 | 29 | 30 CHRS DAY 7 | | | | |

OCTOBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|------------------|-----------------|------------------|------------------------------------|-------------------|-----|
| | | | 1 | 2 | 3 CHRS DAY 8 | 4 |
| 5 | 6 | 7 CHRS DAY 9 | 8 | 9 | 10 CHRS DAY 10 | 11 |
| 12 | 13 | 14 | 15 | 16 CLRP DAY 1 | 17 CLRP DAY 2 | 18 |
| 19 | 20 CWCP DAY 1 | 21 | 22 CWCP DAY 2 | 23 ADV CHRS DAY 1 CLRP DAY 3 | 24 CLRP DAY 4 | 25 |
| 26 | 27 CWCP DAY 3 | 28 | 29 CWCP DAY 4 | 30 ADV CHRS DAY 2 CLRP DAY 5 | 31 CLRP DAY 6 | |

NOVEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|------------------|-------------------------------------|-------------------------------------|---|---|-----|
| | | | | | | 1 |
| 2 | 3 CWCP DAY 5 | 4 | 5 CWCP DAY 6 | 6 CLRP DAY 7 Workplace Investigations DAY 1 | 7 CLRP DAY 8 Workplace Investigations DAY 2 | 8 |
| 9 | 10 CWCP DAY 7 | 11 | 12 CWCP DAY 8 | 13 CLRP DAY 9 | 14 CLRP DAY 10 | 15 |
| 16 | 17 | 18 Neg Lab/Mgmt Agreements DAY 1 | 19 Neg Lab/Mgmt Agreements DAY 2 | 20 Neg Lab/Mgmt Agreements DAY 3 | 21 | 22 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |

DECEMBER 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**School of Human Resources & Labor Relations
Professional Development**

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