

Human Resources Management

Participant Journey

Human resources (HR) practitioners help organizations manage and support their people. They handle key functions such as recruiting and hiring employees, developing policies, managing employee benefits and compensation, ensuring compliance with labor laws, resolving workplace issues, and supporting employee growth through training and performance management. Ultimately, HR practitioners aim to create a positive, productive work environment while aligning employee needs with organizational goals.

Trial Period

The first month is a trial period that allows you to explore several Google Career Certificates within Coursera before confirming that you would like to pursue the Human Resources Management pathway, or another program pathway (see all pathways at workforce.org/google).

Months 1-3

You will complete the following courses in order:

- UCSanDiego EXTENDED STUDIES Managing HR: An Overview
- Google Project Management | Course 1: Foundations of Project Management
- Google Project Management | Course 2:

Skills & software you will learn:

- HR fundamentals
- Communication and collaboration tools
- Intro to HRIS (*Human Resource Information Systems*)
- Basic data analysis in Excel

Months 4-6

You will complete the following courses in order:

- UCSanDiego EXTENDED STUDIES Employee and Labor Relations
- UCSanDiego EXTENDED STUDIES Strategic Talent Acquisition
- Google Project Management | Course 3: Project Planning: Putting It All Together

Skills & software you will learn:

- Conflict resolution and negotiation techniques
- Employment law compliance and labor regulations
- Applicant Tracking Systems (ATS)
- Recruitment strategies and sourcing tools (*LinkedIn Recruiter, Indeed*)
- Project scheduling tools (*Google Sheets, Gantt charts*)

Months 7-9

You will complete the following courses in order:

- UCSanDiego EXTENDED STUDIES Components of Workplace Compensation
- UCSanDiego EXTENDED STUDIES Fundamentals of Employee Benefits
- Google Project Management | Course 4: Project Execution: Running the Project

Skills & software you will learn:

- Compensation analysis and pay structures
- Benefits administration and compliance
- Budgeting and cost control
- Excel
- Google Sheets
- Asana
- Trello

Months 10-12

You will complete the following courses in order:

- UCSanDiego EXTENDED STUDIES Training and Development
- UCSanDiego EXTENDED STUDIES Performance Management
- Google Project Management | Course 5: Agile Project Management

Skills & software you will learn:

- Instructional design and adult learning principles
- Performance appraisal systems
- Agile methodology
- Scrum framework
- Learning Management Systems (LMS)
- Data visualization for performance metrics

Months 13-15

You will complete the following courses in order:

- UCSanDiego EXTENDED STUDIES Workplace Ethics
- Google Project Management | Course 6: Capstone: Applying Project Management in the Real World
- Google Project Management | Course 7:

Skills & software you will learn:

- Compliance frameworks
- Ethical decision-making

Job-readiness Stages & Descriptions

Stage 1

Learning the Industry

How to get into the industry by researching tech roles, exploring the labor market and evaluating job quality. Learn about and use online resources.

Stage 2

Building a Foundation

Develop essential skills by focusing on soft skills. Create tailored resumes by highlighting relevant experiences for each application.

Stage 3

Becoming Industry Relevant

Update your LinkedIn: take professional headshots to enhance your profile. Answer "tell me about yourself" by learning to craft a concise career narrative. Write a cover letter.

Stage 4

Community Exposure

Prepare for interviews via mock interviews and customized feedback. Build your professional network by engaging in industry events and online forums. Manage imposter syndrome. Find a mentor to obtain guidance and industry insights.

Stage 5

Launching Your New Path

Polish job materials: update resumes periodically and cover letters for each job role. Optimize job search: use job boards, networking and social media. Negotiate salaries: research standards and discuss confidently.

Relevant Jobs

Corporate Recruiter | Employment Representative | HR Analyst (Human Resources Analyst) | HR Coordinator (Human Resources Coordinator) | HR Generalist (Human Resources Generalist) | HR Rep (Human Resources Representative) | HR Specialist (Human Resources Specialist) | Personnel Analyst | Personnel Officer | Recruiter