



**HR Highlights
March 2024**

Learn about the next COVLC Connection

Are you new to the Human Resources Profession, experienced in Human Resources but new to Human Resources in state government, or just want to know more about topics that are specific to Human Resources in state government? DHRM has recently created and published a new curriculum in the Commonwealth of Virginia Learning Center (COVLC) that is just for you!

The State Government Essentials for Human Resources curriculum provides an overview and introduction to what agency human resources professionals should know about human resources practices in state government. The curriculum introduces learners to understanding the structure of state government, an overview of the Department of Human Resource Management as the central human resources agency, an overview of agency partners human resources should know, an overview of key Commonwealth systems for human resources, an introduction to essential legislative and administrative resources, and information about key human resources policies and agency expectations. Upon successful completion of this curriculum, learners will receive a certificate of completion.

The curriculum includes the following courses and content:

1. E-learning module: Understanding State Government (this already exists in the COVLC) – required
2. E-learning module: DHRM Overview - required
3. E-learning module: HR Partner Agencies Overview - required
4. Infographic: Key Commonwealth Systems - required
5. E-learning module: Virginia State Government Legislative Resources - required
6. E-learning module: Virginia State Government Administrative Resources - required
7. E-learning module: Agency/HR Director Training – required
8. Virtual course: SHRM Learning System Certification Preparation Course – optional

To enroll in this self-paced, on-line curriculum, please search for **DHRM - State Government Essentials for Human Resources Curriculum** in the [Commonwealth of Virginia Learning Center](#). Upon completing each module, be sure to access the Resources tab to download resource information for future reference.

DHRM recommends that this curriculum be required for agency Human Resources staff as it provides fundamental information and knowledge that agency human resources professionals should know.

Questions about the curriculum can be sent to workforce.development@dhrm.virginia.gov.