The SHRM Learning System® for PHR®/SPHR® Certification Preparation Course

36 Contact Hours

Course Description: The SHRM. Learning System Course is designed to provide you with an overview of key areas in human resource management. Materials include six modules that correspond to the six functional areas, responsibilities, and associated knowledge as defined by the Human Resource Certification Institute (HRCI). The program is offered in cooperation with the Society for Human Resource Management (SHRM)as study material for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI www.hrci.org

Dates: November 21, 2014
       November 22, 2014
       November 23, 2014
       8 a.m. - 5 p.m.

Price: $1400.00 per seat, includes study materials

Pre-requisite(s): None

Course Outcomes: The SHRM Learning System includes six modules covering the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR or SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute's body of knowledge.

Business Management and Strategy
- Strategic role of HR in organizations
- HR business management skills
- Strategic planning process
- Evaluating the internal/external environment
- HR and the legislative and regulatory environment

Workforce Planning and Employment
- Employee rights, privacy and consumer protection legislation
- Organizational staffing requirements
- Job analysis and documentation
- Recruitment, flexible staffing, selection and retention

Human Resource Development
- Organizational development initiatives
- Adult learning and motivation
- Training and development
- Talent and performance management

Compensation and Benefits
- Compensation structure and systems
- Benefit programs (Government mandated, deferred comp plans, health care and other non-statutory benefits)
- Compensation and benefits legislation
- Evaluating compensation and benefits programs

Employee and Labor Relations
- Employee and labor relations legislation
- Union organizing and collective bargaining
- Unfair labor practices
- Discipline and complaint resolution

Risk Management
- Organizational risk
- Workplace safety, health, security and privacy
- Risk management legislation

Required Textbook(s) and Material: The SHRM Learning System

Instructional Method: The instructor will demonstrate techniques for completing activities. Students will then be challenged to complete similar activities.

Method of Evaluation:
- Pretest to gauge current knowledge.
- Two module-specific tests for each module to check mastery of key topics.
- 100 question post-test mirrors the HR Certification Institute certification exam to hone test-taking skills and assess progress.
- Two bonus tests for additional testing practice.
- A final review test with 1,040 questions.

Sequence of Topics
- Business Management and Strategy
- Workforce Planning and Employment
- Human Resource Development
- Compensation and Benefits
- Employee and Labor Relations
- Risk Management