

## **SPHR/PHR Certification: Preparation Course**

### **Prepare for Human Resource Certification**

If you have one year of demonstrated exempt-level HR experience with a master's degree or higher, learn what you need to know to pass the PHR<sup>®</sup> exam.

If you have four years of demonstrated exempt-level HR experience with a master's degree or higher, learn what you need to know to pass the SPHR<sup>®</sup> exam.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the 2008 HRCI Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. As a certification preparation program, it consistently beats the national pass rate.

Develop your knowledge and skills, and improve your workplace effectiveness immediately. Course benefits include:

- A structured classroom environment that enhances learning and helps you stay on track
- An experienced instructor to clearly explain concepts and apply them to your specific industry
- Opportunities to network and share real-world experiences with other HR professionals

There's never been a better time to pursue your PHR or SPHR designation. With our blended approach, learn from printed workbooks, software, online tools and a dynamic classroom experience. In addition, earn 3.5 continuing education units (CEUs).

### **The six learning modules cover full array of HR topics**

The SHRM Learning System course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities and associated knowledge defined by HRCI:

- **Strategic Business Management** Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR's strategic contributions, ethical issues affecting organizations, and HR and the legislative and regulatory environment.
- **Workforce Planning and Employment** Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation,

recruitment, flexible staffing, selection and retention, organizational exit, and employee records management.

- **Human Resource Development** Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent management, developing leaders, and performance management.
- **Total Rewards** Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, health-care benefits, other nonstatutory benefits, compensation and benefits for international employees, and evaluating the total rewards system and communicating it to employees.
- **Employee and Labor Relations** Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining, and strikes and secondary boycotts.
- **Risk Management** Examines organizational risk, key legislation, safety, health, security, and privacy.

Course participants receive an *SPHR Preparation Book* for specialized SPHR training. Expect to spend eight to 10 hours of study time per week in addition to classroom time in order to successfully complete the national certification exam. Enrollment two weeks before the start date is highly recommended to ensure that your course materials are available at the first session. There are no refunds for course materials that have been opened.

Besides being a powerful tool for PHR or SPHR certification preparation, this strategic course fosters professional advancement and builds confidence for managing HR challenges.

### **Features that deliver**

The SHRM Learning System offers a variety of study features that reinforce concepts and help you prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test your ability to apply concepts learned throughout the course
- *SPHR Preparation Book* to help you take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System Resource Center, featuring HR updates, Webcasts, test-taking tips, related links and eFlashcards that can be printed or downloaded to a PDA

### **Interactive Software via the Web**

- Pre-test to gauge current knowledge
- Two module-specific tests per module
- Glossary of key terms
- Post-test based on HR Certification Institute exam format (100 questions)
- Two bonus tests
- Printable and electronic flashcards

- Full review test with over 1,040 questions
- Access to the Online Resource Center offering HR updates, test-taking tips, index for printed materials, a feedback feature, and links to valuable resources
- Access to free Webcasts based on learning system content
- Access to an interactive case study featuring real-life scenarios to apply concepts learned throughout the course

### **Designed to advance your career**

The course is designed for managers and staff in general management or human resource management positions:

- HR professionals planning to take the PHR or SPHR certification exam
- PHR professionals seeking to “upgrade” their certification to SPHR
- Certified HR professionals needing credits for PHR/SPHR recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing recertification credits

Earn your certification and be prepared for career advancement.

### **The SHRM Advantage**

The Society for Human Resource Management (SHRM) is the world’s largest association devoted to human resource management. The Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 225,000 members in over 125 countries and 575 plus affiliated chapters. Visit [www.shrm.org](http://www.shrm.org).

Convenient classes fit easily into your busy schedule.

### **Certification information**

Please note that to earn either the PHR or SPHR designation candidates are required to have at least two years of exempt-level experience in the HR field. For more information about certification, or recertification, please visit the HRCI Web site at [www.hrci.org](http://www.hrci.org).