

Course Description

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

Besides being a powerful tool for PHR or SPHR certification preparation, this strategic course fosters professional advancement and builds confidence for managing HR challenges. The course provides a solid foundation for managing the HR challenges you face in today's demanding work environment; it supplies a current reference of HR practices, broadens the perspective of functional specialists, and strengthens individual competencies and productivity.

Program Topics

- Strategic Management
 - Includes the role of HR in organizations, strategic planning, external environment, organizational structure/internal HR partners, measuring HR effectiveness, ethical issues, the legislative environment
- Workforce Planning and Employment
 - Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing, job analysis and documentation, recruitment, selection, employment practices, organizational exit, employee records management
- Human Resource Development
 - Examines HRD assessment, design, development, implementation and evaluation, key legislation, adult learning and motivation, career development, developing leaders, organizational development, performance management
- Compensation and Benefits
 - Includes key legislation, total compensation, pay administration, compensation systems, overview of benefit programs, government-mandated benefits, voluntary benefits, compensation and benefits for international employees, evaluating total compensation and communicating it to employees
- Employee and Labor Relations
 - Covers key legislation, employee relations, employee involvement strategies, work rules in Union and Nonunion environments, communication of laws, regulations and organizational policies, discipline and resolving formal complaints, Union organizing, unfair labor practices, collective bargaining, strikes and secondary boycotts, public-sector labor relations, international employee and labor relations
- Occupational Health, Safety and Security
 - Examines key legislation, safety, health and security

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

Who Should Attend

The course is specifically designed for staff and managers with experience in general management or human resource management:

- HR practitioners seeking professional development to enhance or advance their career.
- Experienced managers who are new to the human resource field.
- Other mid-level managers pursuing career change or promotion.
- HR professionals planning to take the PHR or SPHR certification exams.

Program Benefits

Cost-effective learning. Participants minimize travel expenses for professional development.

Practitioner-focused and competency-based. The curriculum is designed by subject matter experts and includes application exercises designed to develop competencies and decision-making skills.

Tuition reimbursement. Many participants will be eligible to apply for employer tuition reimbursement.

Action-oriented curriculum. Designed to provide opportunities for professionals to network, share “real-world” experiences, and apply what they learn to the workplace.

Re-certification credits. Certified HR professionals can earn credit toward PHR/SPHR re-certification.

Designed to advance your career

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

- 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 re-certification
- 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 re-certification credits

Don't miss our upcoming session. Take our course, earn your certification and get ready for career advancement.

Certification Information

Please note that to earn either the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) designations, candidates must have at least two (2) years of exempt-level experience in the HR field.

Computer-based testing - All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. The next testing period is December 1, 2007–January 31, 2008. To avoid a late fee, register for your exam by October 12, 2007. For best results, schedule your certification exam for a date that is after the end of your particular class section. For information on the exam and how to register for it, go to <http://www.hrci.org/>.

While no single course of study guarantees success on the HRCI examinations, thousands of individuals have used The SHRM Learning System to effectively prepare for the exams.

Materials

The SHRM[®] Learning System Course registration fee includes six workbooks that are based upon the HRCI test specifications and a certificate of completion. Each module includes:

- In-depth readings to expand your knowledge and reinforce what you already know.
- Application exercises that ask you to apply the information to “real-world” situations.
- Periodic progress checks, with approximately 300 printed questions located throughout the course, to continually reinforce your learning, ensure your retention of the reading materials and provide test-taking practice.
- A glossary of terms to make it easier to review key terms.
- An index to help locate and review specific topics.
- A bibliography for further research topics of interest.

Additional Features - The SHRM Learning System™ offers a variety of study features that reinforce concepts and help students prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – nearly 1,500 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- SPHR supplement to help students take a more strategic approach, applying information across functional areas
- Access to the *SHRM Learning System™ Resource Center*, featuring HR updates, test-taking tips, Webcasts, related links, and eFlashcards that can be printed or downloaded to a PDA

General Questions?

For more information, contact Sharon Woodward by calling 270-745-1910 or e-mailing cont.ed@wku.edu.

Course Dates, Location and Fees

The SHRM: Certification Preparation Course will be held on Tuesday evenings, September 4 – November 13 from 5:30 – 8:30 pm. Registration deadline for the course is August 10. The course will be held at the Western Kentucky University South Campus, Knicely Conference Center, 2355 Nashville Road, Bowling Green, Kentucky.

Fees for the SHRM Prep Course is \$925. The course fee includes all required readings and workbooks, mastery tests and the final examination. The course fee does not include the HRCI exam fee.

Payment will be due at the time of registration. Enrollment will be limited, so please register as soon as possible.

Refund Policy

Registrants who cancel will receive a refund less a \$100.00 processing fee if we receive notification on or before August 23, 2007. No refund will be granted after August 24, 2007. If Continuing Education cancels the program, a full refund will be given. A substitute may attend if we receive notification at least 7 business days before the start of the program. WKU Continuing Education reserves the right to substitute instructors, change the day a program meets, or cancel programs due to insufficient enrollment or unforeseen events.

Registration Information



To register by fax, send completed registration form with payment information to 270-745-1911.



To register by mail, complete the registration form (or a photocopy) and send it with a check, copy of purchase order, or credit card information. Allow 3 days to process mail-in registrations.

Confirmation will be mailed to you upon receipt. Please list only one person per registration form.

**Mail to: WKU Continuing Education
2355 Nashville Road
Bowling Green, Kentucky 42101**

General Information

Name _____

Social Security no. _____ DOB _____

Address _____

City _____ State _____ Zip _____

Day phone _____ Evening phone _____

E-mail address _____

Employer _____

Title _____

Fax _____ Years in HR field _____

Payment Information

_____ \$925 (w/ CD-Rom study guide)

If **payment is by check**, make payable to *Western Kentucky University*.

If **payment is by Visa, MasterCard or Discover**: _____ expiration date

Card number _____

Name on card _____

If **payment is by Company Purchase Order**: _____ PO number

Company name _____

Contact person and phone _____