

## SHRM Certificate in Professional HR Management Course Outline

Session	Session / Topic	Homework Assignment (Due that evening)
1	Course Introduction HR Competencies 10 Things We Learned Tonight	
2	HR Competencies 10 Things We Learned Tonight  "HR Competencies" Book	<ul style="list-style-type: none"> <li>• <b>Reading:</b> HR Competencies (Pages 1 – 287)</li> <li>• <b>Login to the <i>SHRM Learning System</i></b></li> <li>• <b>Login to Blackboard</b></li> <li>• <b>Pre-Test – SHRM-CP</b></li> </ul>
3	HR Strategic Planning (FA #1) US Employment Law & Regulations (FA #15) 10 Things We Learned Tonight  "People" and "Workplace" Books	<ul style="list-style-type: none"> <li>• <b>Reading:</b> HR Strategic Planning (Pages 1 – 57)</li> <li>• <b>Reading:</b> US Employment Law and Regulations (Pages 218 – 267)</li> <li>• <b>Pre-Test – SHRM-SCP</b></li> </ul>
4	US Employment Law (FA #15) Structure of the HR Function (FA #6) Talent Acquisition (FA #2) 10 Things We Learned Tonight  "Workplace," "Organization," and "People" Books	<ul style="list-style-type: none"> <li>• <b>Reading:</b> US Employment Law and Regulations (Pages 268 – 342)</li> <li>• <b>Reading:</b> Structure of the HR Function (Pages 1 – 45)</li> <li>• <b>Reading:</b> Talent Acquisition (Pages 58 – 83)</li> <li>• <b>HR Competencies 8 LS Quizzes (SHRM-SCP)</b></li> <li>• <b>HR Strategic Planning quiz (SHRM-SCP)</b></li> </ul>
5	Talent Acquisition (FA #2) Employee Engagement and Retention (FA #3) Learning & Development (FA #4) 10 Things We Learned Tonight  "People" Book	<ul style="list-style-type: none"> <li>• <b>Reading:</b> Talent Acquisition (Pages 84 – 141)</li> <li>• <b>Reading:</b> Employee Engagement and Retention (Pages 142 – 215)</li> <li>• <b>Reading:</b> Learning and Development (Pages 216 – 228)</li> </ul>
6	Learning & Development (FA #4) Total Rewards (FA #5) 10 Things We Learned Tonight  "People" Book	<ul style="list-style-type: none"> <li>• <b>Reading:</b> Learning and Development (Pages 229 – 297)</li> <li>• <b>Reading:</b> Total Rewards (Pages 298 – 329)</li> <li>• <b>US Employment Law &amp; Regulations quiz (SHRM-CP)</b></li> <li>• <b>Structure of the HR Function quiz (SHRM-CP)</b></li> </ul>
7	Total Rewards (FA #5) Organizational Effectiveness and Development (FA #7) 10 Things We Learned Tonight  "People" and "Organization" Books	<ul style="list-style-type: none"> <li>• <b>Reading:</b> Total Rewards (Pages 330 – 404)</li> <li>• <b>Reading:</b> Organizational Effectiveness &amp; Development (Pages 46 – 79)</li> <li>• Start reviewing HR Competencies, FA #1, and FA #15</li> </ul>

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8	Workforce Management (FA #8) Employee and Labor Relations (FA #9) Technology Management (FA #10) HR in the Global Context (FA #11) 10 Things We Learned Tonight  "Organization" and "Workplace" Books	<ul style="list-style-type: none"> <li>• <b>Reading:</b> Workforce Management (Pages 80 – 129)</li> <li>• <b>Reading:</b> Employee and Labor Relations (Pages 130 – 189)</li> <li>• <b>Reading:</b> Technology Management (Pages 190 – 229)</li> <li>• <b>Reading:</b> HR in the Global Context (Pages 1 – 61)</li> <li>• <b>Talent Acquisition quiz (SHRM-CP)</b></li> <li>• <b>Employee Engagement and Retention quiz (SHRM-CP)</b></li> <li>• <b>Learning &amp; Development quiz (SHRM-CP)</b></li> <li>• Start reviewing FA #2, #3, and #6</li> </ul>
9	Diversity and Inclusion (FA #12) Risk Management (FA #13) Corporate Social Responsibility (FA #14) 10 Things We Learned Tonight  "Workplace" Book	<ul style="list-style-type: none"> <li>• <b>Reading:</b> Diversity and Inclusion (Pages 62 – 99)</li> <li>• <b>Reading:</b> Risk Management (Pages 100 – 165)</li> <li>• <b>Reading:</b> Corporate Social Responsibility (Pages 166 – 217)</li> <li>• <b>Total Rewards quiz (SHRM-CP)</b></li> <li>• <b>Organizational Effectiveness and Development quiz (SHRM-CP)</b></li> <li>• <b>Workforce Management quiz (SHRM-CP)</b></li> <li>• <b>Employee and Labor Relations quiz (SHRM-CP)</b></li> <li>• Start reviewing FA #4 and #5</li> </ul>
10	Review Class: Prep for Final Exam 10 Things We Learned Tonight	<ul style="list-style-type: none"> <li>• <b>Technology Management quiz (SHRM-CP)</b></li> <li>• <b>HR in the Global Context quiz (SHRM-CP)</b></li> <li>• <b>Diversity and Inclusion quiz (SHRM-CP)</b></li> <li>• <b>Risk Management quiz (SHRM-CP)</b></li> <li>• <b>Corporate Social Responsibility quiz (SHRM-CP)</b></li> </ul>
11	Final Exam	
12	Final Exam Review Class	