



AURORA UNIVERSITY

In Cooperation With



The SHRM[®] Learning System Courses – Blended

Aurora University

Saturdays, January 21st – May 5th, 2012

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.

Besides being a powerful tool to assist you in preparing for the PHR or SPHR certification exams, the SHRM[®] Learning System Course also provides professional development for you and your HR Department. 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.

Module 1: Strategic Management

The Role of Human Resources in Organizations; The Strategic Planning Process; Scanning the External Environment; Organizational Structure and Internal HR Partners; Measuring Human Resources Effectiveness; Ethical Issues Affecting Human Resources; Human Resources and the Legislative Environment

Module 2: Workforce Planning and Employment

Key Legislation Affecting Employee Rights; Key Legislation Affecting Privacy and Consumer Protection; Equal Employment Opportunity/Affirmative Action; Gender Discrimination and Harassment in the Workplace; Organizational Staffing Requirements; Job Analysis and Documentation; Recruitment; Flexible Staffing; Selection; Employment Practices; Organizational Exit; Employee Records Management

Module 3: Human Resource Development

Key Legislation; Human Resource Development and the Organization; Adult Learning and Motivation; Assessment of HRD Needs; HRD Program Design and Development; HRD Program Implementation; Evaluating HRD Effectiveness; Career Development; Developing Leaders; Organizational Development Initiatives; Performance Management

Module 4: Total Rewards

Key Legislation; Total Compensation and the Strategic Focus of the Organization; Pay Administration; Compensation Systems; Introduction to Benefit Programs; Government-Mandated Benefits; Voluntary Benefits; Compensation and Benefit Programs for International Employees; Evaluating the Total Compensation System and Communicating It to Employees

Module 5: Employee and Labor Relations

Key Legislation Affecting Employee and Labor Relations; Employee Relations and Organizational Culture; Employee Involvement Strategies; Positive Employee Relations; Work Rules in Union and Nonunion Environments; Effective Communication of Laws, Regulations, and Organizational Policies; Discipline and Formal Complaint Resolution; Union Organizing; Unfair Labor Practices; Collective Bargaining; Strikes and Secondary Boycotts; Public-Sector Labor Relations; International Employee and Labor Relations

Module 6: Risk Management

Key Legislation; Safety; Health; Security

SCHEDULE

Aurora University Campus: Saturdays, January 21 – May 5 2012

Registration fees cover instruction and books. **There will be no refunds after the course begins.**

SHRM member – Course, books \$950

SHRM non-member – Course, books \$1,000

MBA students – Aurora University MBA tuition + \$450 book fee

REGISTRATION FORM ONLINE: www.aurora.edu/documents/dsb/shrm-flyer.pdf

REGISTER BY FAX: FAX completed registration form below, including payment information, to 630-844-7830.

REGISTER BY MAIL: COMPLETE the registration form below and mail with payment to: Aurora University, Dunham School of Business, 347 South Gladstone Avenue, Aurora, IL 60506-4892

FOR INFORMATION: E-mail address: ejagielo@aurora.edu

Computer-Based PHR and SPHR Exams

To register for either the **Professional in Human Resources (PHR)** or the **Senior Professional in Human Resources (SPHR)**, candidates must have two (2) years of HR exempt-level experience. See certification information handbook for fees and other details.

REGISTRATION FORM

Name _____ Social Security # _____

Address _____ City/State/Zip _____

Home Phone _____ Company _____

Title _____ E-Mail _____

Work Address _____ City/State/Zip _____

Work Phone _____ Work FAX _____

Course Location:

_____ AU Campus, Saturdays – See Schedule

_____ Online

SHRM member? _____ Yes _____ No Membership Number _____

_____ SHRM member (course and books): \$950 _____ Non member (course and books): \$1000

_____ MBA Student (books) \$450.00 (MBA tuition fees handled separately)

Payment Method: _____ Check/Money Order Enclosed (payable to Aurora University)

_____ Credit Card #: _____ Expiration Date: _____

(AU accepts only MasterCard, VISA, or Discover)

Signature _____