

In today's highly competitive climate, it is critical for HR professionals to know current issues, emerging trends and technical developments in the field of human resources. Prepare to take the PHR® or SPHR™ exam. This certification will give you the edge you need when seeking a promotion or job change.

**This series is designed for:**

- HR professionals planning to take the PHR® or SPHR™ certification exam
- 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

**Why you should attend:**

Recent changes to the SHRM Learning System make this resource more valuable than ever:

- Updated content and expanded bank of test questions
- More practice tests to help you prepare for the actual exam
- Access to the new SHRM Learning System™ Resource Center, featuring HR Updates, Webcasts, test-taking tips, and e-Flashcards

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.

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Vancouver, WA 98663-3598

# SHRM Learning System



Sept. 7 - Nov. 16, 2005  
Wednesday, 6-9 p.m.

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# Advance your career as a human resources professional:

## The SHRM Learning System.



If you've been intending to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR™) designation, it may be time to enroll in our updated and expanded HRCI exam preparation course.

In cooperation with the Society for Human Resource Management (SHRM), we design the curriculum so you can interact with peers, learn from experienced instructors, and share real-world experiences with other HR professionals. As a certification program, it consistently beats the national pass rate.

There's never been a better time to pursue your PHR® or SPHR™ designation. With our blended approach, you'll learn from workbooks, software, online tools and a dynamic classroom experience.



## TOPICS

### Strategic Management

- The role of human resources in organizations
- The strategic planning process
- Measuring human resources effectiveness
- Ethical issues affecting human resources

### Workforce Planning and Employment

- Equal Employment Opportunity/Affirmative Action
- Gender discrimination and harassment in the workplace
- Organizational staffing requirements
- Recruitment and selection

### Human Resource Development (HRD)

- Assessment of HRD needs
- HRD Program design and development
- Evaluating HRD effectiveness
- Performance management

### Compensation and Benefits

- Pay administrations
- Evaluating total compensation
- Overview of benefit programs
- Key legislation

### Employee and Labor Relations

- Key legislation affecting employee and labor relations
- Positive employee relations and involvement strategies
- Work rules in Union and Non-union environments
- Effective communication of laws, regulation, and policies
- Discipline and formal complaint resolution

### Occupational Health, Safety and Security

- Key legislation within these categories

## REGISTRATION FORM

F003      SHRM Learning System      \$895

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- Phone: (360) 992-2939
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Or you can mail your payment to:

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Any student with a disability requiring any auxiliary aides, services or other accommodation should call the Disability Support Services office at 992-2580 or 992-2835 (TTY).  
Affirmative Action/Equal Opportunity Institution