

# Advance *your Career*

## *Human Resource Management Certificate Programs*

### **SHRM® Essentials of Human Resource Management Certificate**

An introductory course offering a comprehensive overview of the human resource function.

### **Human Resource Management Certificate: The SHRM Learning System®**

An in-depth program designed primarily for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®).

### **Global Professional In Human Resources: SHRM Global Learning System®**

A comprehensive preparation program for the Global Professional in Human Resources (GPHR™) certification exam AND a reference tool for HR professionals with international and cross-border responsibilities.



# SHRM® Essentials of Human Resource Management Certificate

## Advance your HR knowledge and effectiveness

If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the essentials can improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. The course will arm you with practical skills you can immediately apply to your own situation.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. You will also learn key information to keep you on track with compliance issues.

## Who should attend?

This 12 hour course is designed for entry-level HR professionals, managers, small business owners responsible for the HR function in their companies and individuals exploring HR as a career-change possibility.

These are typical job titles of students who've completed the program:

- HR Specialist
- HR Generalist
- Office Manager
- Staffing Specialist
- Small Business Owner
- Executive Assistant
- HR Administrator
- Admissions Counselor
- Manager
- Recruiter
- Trainer
- Administrative Assistant

## What You Will Learn

This course provides important knowledge and skills you can use immediately in your day-to-day job. The six learning modules cover a broad spectrum of topics:

### Resource Management

*Gain a clear understanding of the HR function*

- Roles and responsibilities
- Important steps and outcomes in the HR planning process

### Employment Law

*Enhance your ability to apply key HR legislation*

- Civil Rights Act
- EEOC, Affirmative Action, and elements of the affirmative action plan
- Pregnancy, Age and Disability legislation
- Many other employee protection laws

### Recruitment and Selection

*Gain important skills for selecting employees*

- Recruiting methods and their effectiveness
- Key selection tools
- Adverse impact calculations
- Interview biases



### Compensation and Benefits

*Learn the key elements of a total compensation system*

- Framework for base pay, incentives, differentials and increases
- Job analysis and documentation
- Methods for job evaluation
- Benefits commonly offered by employers

### Employee Development

*Gain an understanding of orientation, development and training*

- Effective adult learning, both on-the-job and off-the-job
- Four levels of evaluation

### Performance Management

*Discover the purpose and process for performance appraisals*

- Common appraisal methods and errors
- Legal concepts surrounding the disciplinary process
- Guideline for conducting disciplinary meetings

## Benefits of Attending

You'll benefit from the shared experiences of your instructor and peers, while learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues. In addition, you'll receive a Certificate of Completion from George Mason University and earn 1.2 continuing education units (CEUs) for completing this course.

Take steps now to strengthen your ability to handle a wide-range of HR challenges. Both you and your employer will benefit from the knowledge and skills gained from the SHRM® Essentials of Human Resource Management Certificate Program.

*"Perhaps one of the best introductory trainings I have ever been to, both in terms of content and the quality of the instructions. There was a great balance between lecture, exercise, facilitated discussions and participants' experiences being shared."*

— SHRM® Essentials of Human Resource Management course participant

# Human Resource Management Certificate Program: The SHRM Learning System®

## Prepare for HR certification with our Human Resource Management Certificate program.

If you've been planning to earn your Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded HRCI exam preparation course based on the SHRM Learning System®.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the Human Resource Certification Institute (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.

## Who Should Attend

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

## What You Will Learn

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 the Human Resource Certification Institute (HRCI®):

### Strategic 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 non-statutory 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 will also receive an SPHR Preparation Book for specialized SPHR training.

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

## Benefits of Attending

By attending this 36 hour course, you will develop new knowledge and skills to improve your workplace effectiveness immediately. By enrolling in our classroom based format, you also get the added benefit of:

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

This 36 hour course is available in a 12 week, 7 week, or online format. The registration fee includes the SHRM® Learning System and 36 hours of classroom instruction. In addition, students completing the course requirements receive a Certificate of Completion from George Mason University and earn 3.6 continuing education units (CEUs).

## Certification Information

This course is designed to prepare you for the PHR® or the SPHR® exams. Certification exams, fees, and application are separate and offered through HRCI®. For exam information visit [www.hrci.org](http://www.hrci.org) or call HRCI at 966-898-4724.

While there is no single course of study that guarantees success on the HRCI exams, the SHRM Learning System® has effectively helped thousands of individuals prepare for certification. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience.

# Global Professional in Human Resources: The SHRM Global Learning System®

## Prepare for the GPHR™ certification exam with the Global Professional in Human Resources Certificate Program

Get the necessary knowledge, skills and perspectives to be successful in this worldwide free market with the SHRM Global Learning System. The SHRM Global Learning System is a powerful educational tool for HR professionals with international and cross-border responsibilities and a comprehensive test preparation system for the Human Resource Certification Institute (HRCI®) Global Professional in Human Resources (GPHR™) certification exam.

SHRM assembled a world-class team of global HR and course development experts to create the SHRM Global Learning System®. It contains various interactive features and will provide you with a valuable and meaningful learning experience.

## Who Should Attend

- HR professionals who want a review before taking the GPHR certification exam
- HR professional with international and cross-border responsibilities
- PHR- or SPHR-level professionals seeking to supplement their certification to an international level
- Individuals needing recertification credits

## What You Will Learn

### Strategic HR Management

Learn how to develop a global HR strategy that successfully integrates your company's strategy to meet its short- and long-term business needs.

### Global Organizational Effectiveness and Employee Development

Learn how to establish organizational structures, programs and processes to deploy and utilize employees to achieve current and future worldwide objectives. Learn how culture affects all aspects of a global business.

### Global Staffing

Learn how to plan, develop, implement and evaluate staffing initiatives on a worldwide basis to ensure that the organization's business and strategic goals and objectives are met.

### Global Compensation and Benefits

Find out the various cultural, business, economic, tax and legal factors that directly affect compensation and benefits programs. This treatment is followed by a more specific look at compensation and benefits programs for local nationals, new ventures, functional groups and international assignees.

### International Assignment Management

Learn how to establish international assignment strategy and policies. This includes planning, implementing, administering and evaluating all activities relating to international assignment and global mobility. Learn all facets of the

process: assessment and selection, management and employee decisions, pre-departure preparation, on assignment and completing the assignment.

### International Employee Relations and Regulations

Learn about collective bargaining processes and strategies, compliance with statutory requirements, sensitivity to local workplace practices and security, the protection of physical and intellectual property, and the protection of individuals from harm. Learn various HR practices that differ by local laws and practices. These laws and practices must be understood on a country-by-country basis to ensure compliance.

## Benefits of Attending

This 30 hour course provides you the opportunity to learn from experienced instructors with significant vocational breadth and depth of knowledge in global HR and international assignment management. This structured classroom environment enhances learning, helps you stay on track and will provide the opportunity to network and share real-world experiences with other HR professional. In addition, the SHRM Global Learning System® offers a variety of study features that reinforce concepts and will help you prepare for the certification exam.

## GPHR™ Certification Information

The Human Resource Certification Institute (HRCI®) developed the certification and administers the exam. The SHRM Global Learning System prepares you for the GPHR™ certification exam and also includes information about how the components of the test are weighted. Due to the frequent changes in HR information, policies and regulations, it is recommended that participants take the GPHR™ certification exam in the same year that they complete the learning system. Exam fees and registration are separate and offered through HRCI. For information on the exam and how to register, visit [www.hrci.org](http://www.hrci.org).

*Join the growing ranks of GPHR™ professionals. Register today!*



# Advance your Career

## Human Resource Management Certificate Programs



Whether you are new to the human resource field or a seasoned HR professional, George Mason University offers you Human Resource Management Certificate Programs designed to give you an edge in the workplace.



### The SHRM Advantage

SHRM is the world's largest association devoted to human resource management, with more than 210,000 members. SHRM educational programs are developed according to the highest quality standards and are continually updated to reflect changes in legislation and HR polices.



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### George Mason University Office of Continuing Professional Education

*Your resource for continuing professional education and training needs.*

For businesses and professionals, the Office of Continuing Professional Education (OCPE) serves as George Mason University's initial point of contact and referral. We can assist you in locating the ideal George Mason University resources and designing programs for any of your continuing education, training and professional development needs. OCPE has more than 20 years of experience in training thousands of professionals — professionals just like you. We are experts in designing and delivering on-going professional educational requirements for businesses, industry and government. We offer a vast array of non-credit, credit and certificate programs through varying avenues, such as public seminars, certificate programs and on-site contractual programs.

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contact George Mason University  
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**703-993-4800 | [www.ocpe.gmu.edu](http://www.ocpe.gmu.edu)**