

# Prepare to Pass with the #1 PHR/SPHR Certification Prep Tool

The SHRM Learning System<sup>®</sup> for PHR<sup>®</sup>/SPHR<sup>®</sup> Certification Preparation Course

February 20th - May 8th (Thursday evenings) from 5:30-8:30 p.m.,  
Bluegrass Community & Technical College's Leestown Campus.  
164 Opportunity Way, Lexington, KY 40511

To register, call Sheila Simpson at (859) 246-6676 or email,  
[sheila.simpson@kctcs.edu](mailto:sheila.simpson@kctcs.edu).



This intensive 12-week, 36-hour program offered by BCTC is designed primarily for individuals seeking the most sought-after HR certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).



## Who should take this course?

Our Human Resource certification preparation course is designed primarily for individuals seeking a PHR or SPHR certification.

**Advancing your career.** For those not seeking certification, the SHRM Learning System for PHR/SPHR course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

## Assess. Study. Discuss. Succeed.

As an added advantage, we use the **newly updated 2014 SHRM Learning System** for PHR/SPHR Certification Preparation. It features up-to-date content and advanced tools that streamline study time, accelerate learning and build confidence for passing the PHR or SPHR exam.

**By attending our course, you'll benefit from:**

- An experienced, certified instructor
- The SHRM Learning System for PHR/SPHR, ranked the #1 certification prep tool
- A structured learning experience that keeps you on track
- Opportunities to network and learn from your peers
- Tuition reimbursement and GPHR recertification hours.

This course is offered in partnership with the Society for Human Resource Management (SHRM). The course investment includes all course materials but does not cover registration for the PHR or SPHR examinations.

IN PARTNERSHIP WITH  
**SHRM**<sup>®</sup>  
SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## Course Topics

### The most up-to-date learning modules in print and e-reader format

The SHRM Learning System for PHR/SPHR includes six modules covering the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR or SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute's body of knowledge.



- 1. Business Management and Strategy**
  - Strategic role of HR in organizations
  - HR business management skills
  - Strategic planning process
  - Evaluating the internal/external environment
  - HR and the legislative and regulatory environment
- 2. Workforce Planning and Employment**
  - Employee rights, privacy and consumer protection legislation
  - Organizational staffing requirements
  - Job analysis and documentation
  - Recruitment, flexible staffing, selection and retention
- 3. Human Resource Development**
  - Organizational development initiatives
  - Adult learning and motivation
  - Training and development
  - Talent and performance management
- 4. Compensation and Benefits**
  - Compensation structure and systems
  - Benefit programs (Government mandated, deferred comp plans, health care and other non-statutory benefits)
  - Compensation and benefits legislation
  - Evaluating compensation and benefits programs
- 5. Employee and Labor Relations**
  - Employee and labor relations legislation
  - Union organizing and collective bargaining
  - Unfair labor practices
  - Discipline and complaint resolution
- 6. Risk Management**
  - Organizational risk
  - Workplace safety, health, security and privacy
  - Risk management legislation

## More ways to learn

Whatever your learning style, you'll find ways to test your knowledge and build confidence. Use the interactive case study,

Access the SHRM Learning System via your PC, laptop, your mobile device, or e-reader making it easy to study wherever and whenever you have time.

featuring real-life scenarios and questions, to apply your knowledge. And, check out the Online Learning Center for a wealth of supplemental study materials:

- **QuickStarts** – guided overviews for each module highlight key topics
- **Assessment** – identifies topics a participant already knows and those areas that require more time and attention
- **Tests** – more than 1,000 questions for continually testing knowledge and comprehension
- **Post-test** – weighted and balanced to mimic the scored PHR/SPHR exam; presented in the style and format used by the HR Certification Institute
- **Online Resource Center** – includes downloadable audio and web casts, flashcards (printed, online or audio), HR updates, related links, feedback feature and more.

## Requirements

Program Requirements: There are no admission requirements to take this program, however certain criteria must be met for participants taking the PHR or SPHR exam. See exam requirements below.

PHR and SPHR Exam Requirements: To apply for either the PHR or the SPHR, candidates must have a combination of education and professional HR experience. For more information, see the Certification Handbook or visit [www.HRCI.org](http://www.HRCI.org).

## For More Information

Contact Sheila Simpson, (859) 246-6676 or e-mail [Sheila.simpson@kctcs.edu](mailto:Sheila.simpson@kctcs.edu)

### Other resources:

- Society for Human Resource Management (SHRM): [www.shrm.org](http://www.shrm.org)
- HR Certification Institute: [www.hrci.org](http://www.hrci.org)

