

AAIM Course Description



PHR/SPHR Certification Prep

The role of a Human Resources Professional is becoming more complex every year as legislation changes, competition forces rapid organizational change and the workforce becomes more and more diverse. HR is also becoming more strategically important as organizations compete to hire and retain top talent.

PHR Certification Eligibility Requirements:

- A minimum of 1 year of experience in a professional-level HR position with a Master's degree or higher, OR
- A minimum of 2 years of experience in a professional-level HR position with a Bachelor's degree, OR
- A minimum of 4 years of experience in a professional-level HR position with a high school diploma

SPHR Certification Eligibility Requirements:

- A minimum of 4 years of experience in a professional-level HR position with a Master's degree or higher, OR
- A minimum of 5 years of experience in a professional-level HR position with a Bachelor's degree, OR
- A minimum of 7 years of experience in a professional-level HR position with a high school diploma

The testing is administered by the Human Resource Certification Institute (HRCI) and earning certification is a widely-accepted indication that you are a knowledgeable and effective HR Professional. Our Certification Prep course is designed to help prepare you to take the certifying exam. This course does NOT include the test itself nor does it bestow certification. Certification is complete only after successful completion of the test.

This PHR/SPHR Certification Prep course utilizes a blended learning approach to make it convenient for you to learn the subject matter, and provides you with an opportunity to review the content and discuss real-life scenarios with seasoned HR Professionals.

As a participant you will complete E-Training modules on topics covered by the PHR & SPHR Certification Exams. These modules are organized by topic and review sessions are scheduled to cover one or more of the modules.

Each session is attended via webinar. All webinars are recorded for future review. It is strongly recommended that you attend each session "live." Each participant has ample opportunity to ask questions and participate in group discussions.

At the end of the course you will have the opportunity to take an Assessment Exam that will allow you to determine your knowledge level and readiness for taking the actual exam. E-Training modules must be completed prior to the associated Review Session. Review Sessions will be approximately two hours long depending on the topic and group participation.

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Day 1: Kick-off meeting - Course Overview and Pre-Exam Assignment

Day 2: Human Resources Core Knowledge: Skills Concepts & Tools; Functions & Activities

Day 3: Business Management & Strategy: The HR Function & Business Environment; HR and the Strategic Planning Process; HR Functions & Roles

Day 4: Workforce Planning & Employment: Employment Legislation

Day 5: Workforce Planning & Employment: Recruitment Strategies; Sourcing & Selecting Candidates; Orientation, Onboarding & Exit Strategies

Day 6: Study & Quiz Sessions - Review of weeks 2-5

Day 7: Human Resource Development: Regulations & Organization Development; Employee Training; Performance Appraisal & Talent Management

Day 8: Compensation & Benefits: Regulations, Strategies & Needs Assessment; Managing Policies, Programs & Activities; Organizational Responsibilities

Day 9: Study & Quiz Sessions - Review of weeks 2-8

Day 10: Employee & Labor Relations: Employment Regulations & Organizational Programs; Behavioral/Disciplinary Issues & Resolutions; Unions & Collective Bargaining

Day 11: Risk Management: Organizational Risk & Safety & Health Legislation; Workplace Safety, Security & Privacy

Day 12: Final Review Study Sessions - Final Review & Practice Test

Who should attend: Human Resource professionals that wish to gain PHR or SPHR Certification.

Competencies: Technical/Functional Skills

Duration: 12 Wednesdays (in a row) 11:00 am to 1:00 pm each day