

University of NORTH ALABAMA



SHRM Learning System® for SHRM-CP™ / SHRM-SCP™ Certification Preparation

Online - February 15 – May 16, 2016

SHRM® Essentials of Human Resource Management

March 3 & 4, 2016

UNA East Campus Florence, Alabama



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University of North Alabama
Continuing Education & Outreach
UNA Box 5036
Florence, AL 35632-0001



**SHRM Learning System® for SHRM-CP™ / SHRM-SCP™
Certification Preparation
SHRM® Essentials of Human Resource Management**

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Demonstrate Your HR Expertise and Gain Practical Skills



The Future of HR is SHRM-Certified

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®). These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development.

Ensure you're prepared with our course designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

This intensive 13 week program combines expert instruction with the 2016 SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge and stay on track for success on the exam.

Why Enroll in Our Course?

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum provided in the 2016 SHRM Learning System is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™). Throughout the program HR professionals are encouraged to acquire the Competencies and Knowledge they'll need to effectively perform their jobs and achieve career success.

UNA's Program offers you a preparation course to help meet your needs and increase your success on the SHRM-CP and SHRM-SCP exams.

Benefits To You

You'll benefit from:

- An experienced, SHRM-certified instructor.
- The SHRM Learning System, historically ranked the #1 HR certification prep tool.
- Ability to acquire the knowledge and understand the behavioral competencies to help you prepare for the exam.
- A structured learning experience that keeps you on track.
- Earning up to 36 professional development credits (PDCs) if you are attending this program for professional development only.

Benefits To Your Employer

Certification benefits your entire organization:

- It demonstrates that your HR professionals have mastered the application of HR technical and behavioral competencies.
- Certification prepares your HR staff to assume greater leadership roles and contribute to the strategic direction of your organization.
- Exam preparation helps HR professionals bring new ideas to your organization that will help drive success.
- It helps create a common HR language that optimizes consistency and effectiveness.
- Certification is relevant worldwide, as exams cover the new global SHRM BoCK™.

Who Should Enroll In This Course?

Our certification preparation course is designed primarily for individuals seeking SHRM-CP or SHRM-SCP certification. Certification is a great choice for HR professionals who want to:

- Increase their knowledge
- Advance their skills
- Earn recognition from the global community

Advancing your career. For those not seeking certification, the SHRM Learning System for SHRM-CP®/SHRM-SCP® Certification Preparation course provides a comprehensive and accelerated option for professional development. Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core HR competencies and increase productivity in the workplace.

SHRM® Learning System for SHRM-CP® / SHRM-SCP® Certification Preparation – Online Format

February 15 – May 16, 2016 • Course No. 16SPHR10101

Price: \$999; \$949 for SHRM® Members • Instructor: Dr. Sandra Sockwell, SHRM-SCP, SPHR

Please note: There is a \$2.00 registration fee per order. Class fees include the SHRM Learning System® for SHRM-CP® / SHRM-SCP® Certification Preparation print modules, online learning software, access to online Resource Center and UNA Certificate completion.

When you complete this course, you'll be prepared to pass the SHRM-CP® or SHRM-SCP® exam and to meet the challenges demanded of today's global employers.

What Students Are Saying

I highly recommend the SHRM Education Partner Program to anyone contemplating the certification exam. I am thrilled to be a SHRM-SCP, and I credit the course for my success.

Beatrice Body Miller, SHRM-SCP

For complete details about SHRM's new certification, visit
shrmcertification.org

Course Topics

The SHRM Learning System® for SHRM-CP and SHRM-SCP is comprised of five modules of study:



MODULE // HR COMPETENCIES

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Relationship Management
- Consultation
- Critical Evaluation
- Global & Cultural Effectiveness
- Communication



MODULE // ORGANIZATION

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee Relations
- Technology & Data



MODULE // PEOPLE

- Talent Acquisition & Retention
- Employee Engagement
- Learning & Development
- Total Rewards



MODULE // WORKPLACE

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. Only)



MODULE // STRATEGY

- Business & HR Strategy



Each learning module is available in print and e-reader format.

HR TOUCHES EVERY PART OF YOUR ORGANIZATION

Every Day... Every Where!

Are you prepared to face today's HR challenges?



SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

If you have employees, understanding of the fundamentals of HR is critical to the role of all owners, managers, and supervisors. Are you prepared to face today's HR challenges?

- Does your staff know the difference between teasing and harassment?
- Are you confident your hiring practices aren't discriminatory?
- Can your managers resolve conflicts and provide necessary support to others?
- How do you address emerging HR issues like the use of technology and social media, conceal carry, and medical marijuana?

SHRM's Essentials® of HR Management

This course addresses the complex, real-world, and legal issues you face and is a must for anyone in the business of managing people. Knowing the basics of HR can make you a better manager, improve workplace morale and employee performance, and protect your organization from needless litigation.

This Course Is Ideal For:

- New and junior HR professionals
- Business owners and office managers
- Managers and supervisors with employee management responsibilities
- Job seekers wanting to transition into a career in HR
- HR professionals seeking to update current HR knowledge

Topics Include:

- Employment law
 - Selecting qualified employees
 - Compensation basics
- Orientation and training of employees
- Performance management

The blended learning experience combines print and online tools with the benefits of an instructor-led class. By attending our course, you'll benefit from:

- The shared experiences of your instructor and peers along with networking opportunities.
- Interactive case studies designed to make you feel comfortable dealing with HR issues.
- Earning Professional Development Credits (PDCs) or recertification credit hours and a certificate upon completion.

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

March 3 & 4, 2016 • Course No. 16SPHR10201

8:00 am - 4:30 pm • Instructor: Matt Oglesby, SHRM-SCP, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

Price: \$699; \$679 for SHRM® Members

Please note: There is a \$2.00 registration fee per order. Class fees include continental breakfast, textbook, online learning tools & certificate of attendance. Lunch is on your own.

MEET YOUR INSTRUCTORS

Dr. Sandra Sockwell, SHRM-SCP, SPHR retired from the City of Florence after being the Personnel Director for almost 20 years. After a two-month retirement, she went to work with D & D Case Management, Inc., as Director of Business Development. She served in an HR capacity in a major healthcare facility, and is a frequent trainer for UNA and others on HR, supervisory, and management topics. Sandra is the past president of both the Alabama Self-Insurers Association and the Alabama Association of Public Personnel Administrators, and board member of the Shoals Chapter - SHRM®. She earned BS and MS degrees from UNA and her MA and Ph.D. from The University of Alabama. Sandra has taught in UNA's SHRM® Learning System series since its inception.

Matt Oglesby, SHRM-SCP, SPHR is a Senior Vice President and Human Resources Director for CB&S Bank in Russellville, AL. He has a broad range of experience including over 20 years of management, leadership, and public speaking experience. Matt earned his Bachelor of Science degree in Human Resource Management and his Master of Business Administration at the University of North Alabama. He is also active in the community, having served in a variety of roles with the Shoals chapter of the Society for Human Resource Management and currently serving as the President of the Russellville Civitan Club.

UNA HUMAN RESOURCE MANAGEMENT CERTIFICATE

Two options to fit your schedule!

UNA Human Resource Management Certificate – ONLINE OPTION

This valuable certificate recognizes that you have completed a professional program in human resource management. When you have completed the required curriculum, you will receive a UNA certificate stating that you have successfully completed the program.

For more information about each online course please visit www.flexclassroom.com/una

• REQUIRED COURSES •

Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices
Fundamentals Of Human Resource Management

• ELECTIVE COURSES •

Please visit www.flexclassroom.com/una to choose your elective hours. Elective hours must total 6 CEUs.

UNA Human Resource Management Certificate TRADITIONAL OPTION

This valuable certificate recognizes that you have completed a professional program in human resource management. When you complete the certificate, you will receive a UNA certificate stating that you have successfully completed the 60 hour program.

• REQUIRED COURSE •

The SHRM Learning System Prep Course – 35 Hours
(offered each Spring semester)

• ELECTIVE COURSES •

Electives must total 25 hours. Courses are offered during the day and evening hours. Electives are offered in the spring, summer, and fall. Brochures are mailed when information is available. Electives must be a UNA sponsored event.

For more information, contact Meghan Fike at 256-765-4289 or mmfike@una.edu



FAST & EASY REGISTRATION

HOW TO REGISTER:



ONLINE

www.una.edu/continuing-studies



BY PHONE

Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. We accept Discover, MasterCard and Visa. We also accept company purchase orders. Call (256)765-4862 or 1(800)-825-5862, ext. 4862.



VIA FAX

Simply fax the attached registration form any time day or night to (256) 765-4872. All fax orders must contain a credit card number unless we are invoicing your company.



IN PERSON

During our office hours, come by our office at UNA East Campus, 1640 Tune Ave., Florence.



MAIL

Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Education & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

CANCELLATIONS AND WITHDRAWALS

If you must cancel, notify us at least three days before the seminar for a full refund. Failure to attend does not constitute withdrawal. Substitutions are always welcome. If a class must be cancelled, you will be called in advance and will receive a full refund.

Non-credit courses are subject to cancellation if there is insufficient enrollment. In the event a course is cancelled, a registrant has the option of applying the fees paid to another course or receiving a complete refund.

Registration Form

Name _____ Job Title _____

Company / Organization _____

Mailing Address _____ ☐ Home ☐ Work

City _____ State _____ Zip _____

Phone: (Day) _____ (Evening) _____

Fax _____ Email _____

SHRM LEARNING SYSTEM® FOR SHRM-CP™ / SHRM-SCP™ CERTIFICATION PREPARATION - ONLINE

☐ \$999 ☐ \$949 for SHRM® Members Please note: There is a \$2.00 registration fee per order

SHRM® ESSENTIALS OF HR MANAGEMENT - MARCH 3 & 4, 2016

☐ \$699 ☐ \$679 for SHRM® Members Please note: There is a \$2.00 registration fee per order

PAYMENT METHOD

☐ Check Enclosed (payable to UNA) Please include course name on lower left side of check.

☐ Please invoice company above. If different address than mailing, please provide:

☐ Purchase Order

☐ Money Order

☐ Visa

☐ MasterCard

☐ Discover

Name on Card (please print) _____

Credit Card # _____ Expiration Date _____

Credit Card Verification# _____

Authorized Signature _____

Please make as many copies of this form as you need.