



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

Online - February 26 – May 25, 2018

SHRM® Essentials of Human Resources

March 15 & 16, 2018

UNA East Campus Florence, Alabama



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

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 2018 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 2018 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:

- Experienced, SHRM-certified instructors.
- The SHRM Learning System, historically ranked the #1 HR certification prep tool.
- 2018 SHRM Learning System Textbooks
- 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 26 – May 25, 2018 • Course No. 18SPHR10101

Price: \$999; \$949 for SHRM® Members • Class Meetings: March 3 & 17, April 7 & May 5
8:30 am – 12:00 pm • Location: UNA East Campus • Instructors: Ashley Butler, SHRM-CP,
Melissa Self, SHRM-CP, Yvonne Thomas, SHRM-CP & Crystal Wilson, SHRM-CP

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

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 four 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 & Labor Relations
- Technology Management



MODULE // PEOPLE

- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards
- HR Strategic Planning



MODULE // WORKPLACE

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

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 RESOURCES

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?

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
- Human Resources
- Talent Acquisition
- Total Rewards
- Performance Management
- Learning & Development

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 RESOURCES

March 15 & 16, 2018 • Course No. 18SPHR10201

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

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

Price: \$699; \$649 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

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 past President of the Russellville Civitan Club.

Ashley Butler, SHRM-CP, PHR, is a native of Northwest Alabama. She is a 2005 graduate of the University of North Alabama. She has practiced Human Resources in both the non-profit and for-profit sectors. She earned her PHR in June of 2014 and her SHRM-CP in January of 2015. Ashley resides in Lexington, AL with her husband and 4 children.

Melissa Self, SHRM-CP, PHR, is the Manager of Human Resources at Robbins LLC, a HEXPOL Company in Muscle Shoals. She has been with the company for 8 years. She has hands-on experience leading HR initiatives including, compensation, performance management, HRIS implementation, training and development, employee engagement and benefits administration in the manufacturing arena. She is the current Secretary for the Shoals Chapter of the Society for Human Resource Management. Melissa is married with 3 daughters and after spending as much time as possible with her family and friends is devoted to running and reading.

Yvonne Thomas, SHRM-CP, is the Director of Human Resources at the Marriott Shoals Hotel & Spa in Florence, Alabama. She has been with PCH Hotels and Resorts, the managing company, for 5 1/2 years in various human resources roles including Director of Human Resources at the Grand Hotel in Fairhope, Alabama. Yvonne has 35 years of Human Resources experience in the hospitality and retail industries. Yvonne earned her BSBA in Human Resources at Athens State University. She is the current VP-Membership and President-Elect for 2018 with the Shoals chapter of the Society for Human Resource Management.

Crystal Wilson, SHRM-CP, PHR, has 20 years of human resource and business administration experience. Crystal achieved her Bachelor of Science degree from UNA and currently holds SHRM-CP and PHR credentials. She serves as the current President of the Shoals Chapter SHRM and serves on the Alabama SHRM State Council Board. She is also a member of the Shoals Safety and Health Association and participates in the workers' compensation meetings. She has traveled to Washington DC to visit with legislation to stay current with rules and regulations that affect our organizations. She is very passionate about serving as a strategic HR leader in the Shoals chapter and community. Crystal is currently employed with Times Daily in Florence, Alabama.

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-education



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 HUMAN RESOURCES - MARCH 15 & 16, 2018

☐ \$699 ☐ \$649 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.