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

Hybrid - February 25 – May 24, 2019

SHRM® Essentials of Human Resources
March 7 & 8, 2019
UNA East Campus
Florence, Alabama

Register Today!
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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 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 2019 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 2019 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.
- 2019 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 – Hybrid Format
February 25 – May 24, 2019 • Course No. 195PHR10101
Price: $999; $949 for SHRM® Members • Class Meetings: March 2 & 16, April 6 & May 4 8:30 am – 12:00 pm • Location: UNA East Campus • Instructors: Ashley Butler, SHRM-CP, Rob Hildreth, 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 SHRM-CP® / 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.
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 7 & 8, 2019 • Course No. 19SPHR10201
8:00 am - 4:30 pm • Instructor: Matt Oglesby, SHRM-SCP, SPHR
Location: UNA East Campus, 1640 Tune Ave., Florence, AL
Price: $699; $599 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.
Matt Oglesby, SHRM-SCP, SPHR, is an instructor of Human Resource Management at the University of North Alabama. Previously, he served as Senior Vice President and Human Resources Director for CB&S Bank in Russellville, AL. He has a broad range of experience including over 25 years of management, leadership, and public speaking experience. Matt earned his Bachelor of Business Administration degree in Organizational and 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 professional and civic organizations such as Shoals Chapter SHRM, UNA SHRM, Florence High Band Boosters, and 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.

Rob Hildreth, SHRM-CP, is the Human Resources and Safety Manager for United Treating & Distribution, a family-owned lumber treating and freight company in Muscle Shoals, Alabama. Rob earned his BSBA at Auburn University and has worked in HR for the past 3 years. His work experience includes manufacturing, advertising, sales, international retail, music and real estate over the past 20 years. Rob is a big fan of his church, family and watching his boys play sports.

Yvonne Thomas, SHRM-CP, is the Human Resources Manager for CertainTeed Saint-Gobain, a manufacturer of fiberglass mat used for roofing shingles in Russellville, Alabama. Yvonne has 37 years of HR experience in hospitality, retail, and manufacturing. Yvonne earned her BSBA in Human Resources at Athens State University. She is the current President of Shoals SHRM, serves on the Alabama SHRM State Council as well as Co-Membership Director for ALSHRM.

Crystal Wilson, SHRM-CP, PHR, is the Human Resource Manager for Wrangler in Huckleburg, AL. She has 20 years of Human Resource and Business Administration experience. Crystal earned her Bachelor of Science degree from UNA and currently holds SHRM-CP and PHR credentials. She serves as the current Past President of the Shoals SHRM chapter board. She has been an instructor for the past 2 years teaching the SHRM Certification course at UNA. 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 SHRM chapter and community.

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

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

SHRM® ESSENTIALS OF HUMAN RESOURCES - MARCH 7 & 8, 2019

$699  $599 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.