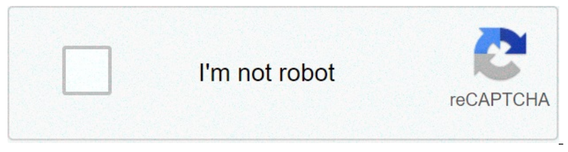

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The Basics of SPHR Certification The Content of the Certification Exam Review and Reflect Core Knowledge Requirements Reading Assignment Introduction Training and Needs Assessment Managing Third-Party Contracts Communication Challenges Accurate Documentation Employee Learning and Motivation Diversity and Ethics Management and Technology Analysis and Organizational Structures Environmental Scanning, Budgeting, and Attitude Assessment Risk Management Review and Reflect Business Strategy and Management Reading Assignment Introduction The Rewards and Challenges of Working in HR Planning, Mission, Vision, and Values The Strategic Planning Process Evaluating Your Organization's Strengths and Weaknesses Identifying a Corporate Strategy Implementing and Evaluating a Strategic Plan Developing Strategic Relationships Mergers, Acquisitions, and Divestitures Corporate Governance and HR Metrics Review and Reflect Workforce Planning and Employment, Part 1 Reading Assignment Introduction Employment Laws and the HR Manager Training Supervisors and Managers in Employment Law Understanding and Applying the Uniform Guidelines The EEOC and Affirmative Action Review and Reflect Workforce Planning and Employment, Part 2 Reading Assignment Introduction Job Analysis Job Analysis (Continued) Job Descriptions Job Design Recruiting and Hiring Employees Employee Selection Pre-Employment Tests Replacement Charts and Succession Planning Review and Reflect Developing Human Resources Within an Organization Reading Assignment Introduction Talent Management Performance Management The Performance Appraisal Process Creating Effective Training Sessions Meeting the Changing Needs of Your Employees Human Resources Metrics The Role of the Senior Human Resources Professional Review and Reflect MIDTERM Compensation and Benefits Reading Assignment Introduction Rewarding Employees Compensating Employees Executive Compensation Packages Benefits Communicating Benefits The Role of the Senior HR Professional Review and Reflect Employee and Labor Relations Reading Assignment Introduction Labor Legislation Employee Relations Employee Productivity Diversity Disputes and Arbitration Labor Relations and Unions The Role of the Senior HR Professional Review and Reflect Risk Management Reading Assignment Introduction Risk Management Process Managing Workplace Privacy Occupational Injury and Illness Prevention Programs The Role of the Senior HR Professional Review and Reflect Employee Rights and Discipline Reading Assignment Employee Rights and Discipline Employee Rights and Discipline Whistleblowing Employee Privacy Rights Off-duty Conduct Body Art, Grooming, and Attire Real World Disciplinary Processes Terminations The Role of the Senior Human Resources Professional Review and Reflect International Human Resources Reading Assignment Introduction Why Work in Another Country? Analyzing Your International Environment Using PEST Managing an International Environment Selecting Employees for International Assignment Why Expats Fail International Compensation Expat Performance Appraisals (EPA) The International Labor Environment Review and Reflect Implementing HR Strategy, High Performance Work Systems Reading Assignment Introduction Fundamental Principles of a HPWS Shared Information and Trust Learning and Knowledge Development Linking Performance and Rewards Designing High-Performance Work Systems (HPWS) Leadership Roles and Management Processes Strategic Alignment Implementing the HPWS Review and Reflect Getting Ready for Your Certification Exam Reading Assignment Introduction HR Certification Institute (HRCI) The SPHR Exam The SPHR Body of Knowledge Areas What to Expect on the SPHR Exam Getting Ready for the SPHR Exam Recertification Review and Reflect FINAL EXAM Anna Smith has worked in the human resources field for 30 years and has taught at the university level for over 20 years. She holds a bachelor's degree in business administration from Spalding University, a master's degree in management from Webster University, and a Master Online Teaching certificate from the University of Illinois. She is also a certified Professional in Human Resources from the HR Certification Institute (HRCI), a certified Senior Professional in Human Resources, and an SHRM Senior Certified Professional. Her experience spans many areas of human resources, including recruitment, labor relations, and affirmative action plans.Prerequisites: This course will prepare you to sit for the HRCI (Human Resources Certification Institute) SPHR exam. In order to qualify for the SPHR Certification, you must meet the following eligibility requirements: Have at least four years of experience in a professional-level HR position + a Masters degree or higher Have at least five years of experience in a professional-level HR position + a Bachelors degree OR Have at least seven years of experience in a professional-level HR position + a high school diploma. This course will also prepare you to sit for the SHRM (Society for Human Resources) SHRM-SCP exam. The qualifications to sit for this exam are: HR Related program + 6 years in HR role OR 7 years in HR role with no HR related program HR Related Bachelors Degree + 4 years in HR role OR Non-HR Bachelors Degree + 5 years in HR role HR Related Graduate Degree + 3 years in HR role OR Non-HR Graduate Degree + 4 years in HR role Requirements: Hardware Requirements: This course can be taken on either a PC or Mac. Software Requirements: PC: Windows 8 or newer. Mac: OS X Snow Leopard 10.6 or later. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible. Adobe Acrobat Reader. Software must be installed and fully operational before the course begins. Other: Email capabilities and access to a personal email account. Instructional Material Requirements: The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment: Managing Human Resources PHR/SPHR Professional in Human Resources Certification Deluxe Study Guide Can I register for a course if I am an international student?Yes, ed2go courses are completely online. However, keep in mind that not all certifying bodies or industry-specific certifications are recognized internationally. Please review your country's regulations prior to enrolling in courses that prepare for certification.Does this course prepare for a certification?Yes, you will be prepared to sit for the Senior Professional Human Resources certification (SPHR) exam, administered by the Human Resource Certification Institute (HRCI) and the SHRM-SCP (Senior Certified Professional) exam.When can I start the course?This course is open enrollment, so you can register and start the course as soon as you are ready. Access to your course can take 24-48 business hours.How long does it take to complete this course?This course is self-paced and open enrollment, so you can start when you want and finish at your own pace. When you register, you'll receive six (6) months to complete the course.What if I don't have enough time to complete my course within the time frame provided?The time allotted for course completion has been calculated based on the number of course hours. 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