



In Partnership with



SHRM Learning System

ASU Delta Center for Economic Development
Professional & Workforce Development

Mondays, Sept 15th — Dec 15th, 2008 5:30pm—8:30pm

Course Designed for:

- HR professionals planning to take the PHR® or SPHR® certification exam
- HR practitioners seeking professional development to advance their careers
- Experienced managers new to the HR field
- Mid-level managers pursuing a career change or promotion
- Individuals seeking recertification credits

Special Note:

To earn either the PHR® or SPHR® designation, the candidate is required to have at least two years of exempt-level experience in the HR field

Course Fees:

\$1095 Per Person
Course Fee includes SHRM Learning System and CD-Rom (\$699 Value)
(Testing Fees not included)

Training Locations:

Delta Center for Economic Development
5501 Krueger Drive
Jonesboro, AR 72401

Also: Mountain Home, Little Rock, & Poplar Bluff, MO.
(Call for Details)

Phone: (870) 972-3850
Fax: (870) 972-3829

E-mail: dced@astate.edu

Website:
www.deltaced.astate.edu

To Register
<http://deltaced.astate.edu/registration.htm>

If you've been intending to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, it may be time to enroll in our updated and expanded HRCI exam preparation course.

In cooperation with the Society for Human Resource Management (SHRM), the ASU Delta Center offers an interactive curriculum so you can learn from experienced instructors, and share real-world experiences with other HR professionals. As a certification program, it consistently beats the national pass rate.

There's never been a better time to pursue your PHR® or SPHR® designation. With our blended approach, you'll learn from workbooks, software, and discussion in a dynamic classroom experience.

For Information or Registration Call (870) 972-3850

Strategic Management

The Role of Human Resources in organizations
The Strategic Planning Process
Evaluating HR's Strategic Contributions
Ethical issues Affecting Organizations

Workforce Planning & Employment

Equal Employment Opportunity / Affirmative Action
Gender discrimination and Workplace Harassment
Employee Records Management
Recruitment and Staffing

Human Resource Development (HRD)

Key Legislation
HRD and the Organization
Developing Leaders
Performance Management

Total Rewards

Compensation Structure/Systems
Intro to Benefit Programs and Key Benefits Leg.
Government Mandated Benefits
Evaluating Total Rewards System/Communicating

Employee and Labor Relations

Laws Affecting Employee and Labor Relations
Employee Involvement Strategies
Measuring Employee Attitudes
Policies, Procedures, and Work Rules
Discipline and complaint resolution

Occupational Health, Safety & Security

Organizational Risk
Key Legislation
Safety
Health
Privacy and Security

Course fee: \$1095.00 per person

Delta Center

Professional and Workforce Development

