

PHR/SPHR Accreditation Study Guide

Exam Requirements: Starting 2011 – PHR Eligibility: (A) 1 year of demonstrated professional HR experience with a Master’s degree or higher (B) 2 years...with a Bachelor’s degree (C) 4 years...with less than a Bachelor’s degree. **SPHR Eligibility:** (A) 4 years of demonstrated professional HR experience with a Master’s degree or higher (B) 5 years...with a Bachelor’s degree (C) 7 years...with less than a Bachelor’s degree

Schedule: 12 consecutive weekly sessions. Each session is three hours.

Course Objectives: Successfully pass the PHR or SPHR exam

Course Topics

Strategic Management

- Role of Human Resources in Organizations
- HR Control and Evaluation
- HR Research
- The Role of HR in International Business
- Organizational Leadership & Management Theories
- Ethics
- Organizational Strategy
- Organizational Environments
- Organizational Design and Development
- Organizational Culture
- Creativity and Innovation

Workforce Planning and Employment

- Employment Discrimination
- Human Resource Planning
- Job Analysis, Job Description, and Job Specification
- Recruitment
- Selection
- Organizational Exit
- International HR Management

Human Resource Development

- Training and Development in the Organization
- Principles of Training and Development
- Training and Development Techniques
- Presenting the Training: Delivery
- Evaluation of Training Effectiveness
- Training Programs
- Performance Management
- Change Management
- Organizational Development Interventions

Total Rewards

- Total Rewards: Financial and Non-financial
- The Wage-level Decision
- Job Evaluation Methods
- Job Pricing and Pay Rate Administration
- Economic Factors Affecting Compensation

- Incentive Compensation Systems
- Employee Benefit Programs
- Health Care Benefits
- Managing Employee Benefit Programs
- Compensation Laws and Regulations
- Evaluating Strategy & Program Effectiveness
- International HR Compensation Issues

Employee and Labor Relations

- Early Labor Movement
- Union Representation of Employees
- Employer Unfair Labor Practices
- Union Unfair Labor Practices, Strikes, and Boycotts
- Collective Bargaining
- Maintaining Nonunion Status
- Grievance Systems
- Employee Discipline Systems
- Individual Employment Rights
- Workforce Behavior Problems
- Public Sector Labor Relations
- Employee Involvement Strategies
- Employee Attitudes and Satisfaction
- International Labor Relations

Risk Management

- Safety
- Health
- Security

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