

# PHR/SPHR Accreditation Study Guide

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**Exam Requirements:** (2) Years of HR exempt-level experience (exceptions for recent graduates)

**Schedule:** 12 consecutive weekly sessions. Each session is 3 Hrs.

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## Course Objectives

Successfully pass the PHR or SPHR exam

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## Course Topics

### Strategic Management

- Role of Human Resource in Organizations
- Strategic Planning Process
- Scanning the External Environment
- Organizational Structure and Internal HR Partners
- Measuring HR Effectiveness
- Ethical Issues Affecting Human Resources
- Human Resources and the Legislative Environment

### Workforce Planning and Employment

- Key Legislation Affecting Employee Rights
- Key Legislation Affecting Privacy and Consumer Protection
- Equal Employment Opportunity/ Affirmative Action
- Gender Discrimination and Harassment in the Workplace
- Organizational Staffing Requirements
- Job Analysis and Documentation
- Recruitment
- Flexible Staffing
- Selection
- Employment Practices
- Organizational Exit
- Employee Records Management

### Human Resource Development

- Key Legislation
- Human Resource Development and the Organization
- Adult Learning and Motivation
- Assessment of HRD Needs
- HRD Program Design and Development
- HRD Program Implementation
- Evaluating HRD Effectiveness
- Career Development
- Developing Leaders
- Organizational Development Initiatives
- Performance Management

### Compensation and Benefits

- Key Legislation
- Total Compensation and the Strategic Focus of the Organization
- Pay Administration
- Compensation Systems
- Introduction to Benefit Programs
- Government-Mandated Benefits
- Voluntary Benefits
- Compensation and Benefit Programs for International Employees
- Evaluating the Total Compensation System and Communicating It to Employees

### Employee and Labor Relations

- Key Legislation Affecting Employee and Labor Relations
- Employee Relations and Organizational Culture
- Employee Involvement Strategies
- Positive Employee Relations
- Work Rules
- Effective Communication of Laws, Regulations and Organizational Policies
- Discipline and Formal Complaint Resolutions
- Union Organizing
- Unfair Labor Practices
- Collective Bargaining
- Strikes and Secondary Boycotts
- Public-Sector Labor Relations
- International Employee and Labor Relations

### Occupational Health, Safety and Security

- Key Legislation
- Safety
- Health
- Security