



## Course Outline

### Course Title

SHRM-CP & SHRM-SCP Exam Preparation Course

### Description

HR certification is a career-long commitment that proves to your peers and your organization that you are driven to be successful in HR management. The SHRM-CP and SHRM-SCP certification is fast becoming the most recognized HR credentials worldwide. This intensive SHRM-CP/SCP certification preparation course is designed for individuals seeking credentials that HR professionals need, offered in partnership with Society of Human Resource Management (SHRM); includes instruction and utilizes the SHRM Learning System.

Earning your SHRM-CP or SHRM-SCP credentials can:

- Increase your professional confidence
- Set you apart from your peers
- Enhance your knowledge of the best practices in HR management
- Result in greater credibility when seeking a new job

Enrich your HR skills and competencies to succeed. To determine your eligibility, please review the SHRM Eligibility Requirements: <http://certification.shrm.org/>.

### Objectives

Upon successful completion of this course, students will have a comprehensive understanding of the HR Competency modules covered in the SHRM Learning System for the SHRM-CP and SHRM-SCP. As a result of this understanding, students will be better prepared to sit for the national SHRM-CP or SHRM-SCP exam. Successful completion of this course in no way guarantees passing the exam.

The modules covered in the SHRM Learning System are as follows:

- People
- Organization
- Workplace
- Strategy
- HR Behavioral Competencies:
  - Relationship Management
  - Consultation
  - Leadership & Navigation
  - Communication
  - Global & Cultural Effectiveness
  - Ethical Practice
  - Business Acumen
  - Critical Evaluation



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### CONTENT

#### **People**

- Session 1: Intro; HR Competencies; Begin Talent Acquisition & Retention
- Session 2: Complete Talent Acquisition & Retention; Employee Engagement
- Session 3: Learning & Development; Begin Total Rewards
- Session 4: Complete Total Rewards

#### **Organization**

- Session 4 (Con't.): Organizational Effectiveness & Development
- Session 5: Structure of HR Function; Workforce Management
- Session 6: Employee Relations; Begin Technology & Data
- Session 7: Complete Technology & Data

#### **Workforce**

- Session 7 (Con't.): HR in the Global Context
- Session 8: Diversity & Inclusion; Risk Management
- Session 9: Corporate Social Responsibility; Begin U.S. Employment Law & Regulations
- Session 10: Complete U.S. Employment Law & Regulations

#### **Strategy**

- Session 11: Business & HR Strategy
- Session 12: Exam Review and Practice Test

#### **Prerequisites**

None

#### **Method of Instruction**

Facilitated class lecture, discussion, and handouts, supplemented with real-world examples.

#### **Evaluation**

Exam: No. The SHRM-CP or SHRM-SCP exams are not included.

Demonstration of Skills: Yes

Class Participation: Yes