



SOUTHEASTERN  
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## **Society of Human Resource Management (SHRM Learning System™)**

Besides being a powerful tool to assist in preparing for the PHR or SPHR certification exams, The SHRM Learning System™ course also provides professional development for HR employees and an overview of the key areas of human resource management. It will supply a current reference of HR practices, broaden the perspective of functional specialists, and strengthen individual competencies and productivity. This is a live program originating at North Iowa Area Community College offered across the state of Iowa via teleconference over the ICN.

### ***Our Pass Rate Beats the National Averages***

<b>Source of Preparation</b>	<b>PHR Pass Rate</b>	<b>SPHR Pass Rate</b>
<b>Iowa Community College Program</b>	<b>79%</b>	<b>63%</b>
<b>National Averages</b>	<b>63%</b>	<b>55%</b>

### **Who Should Attend**

- ✓ HR practitioners seeking professional development to advance their career
- ✓ Experienced managers who are new to the human resource field
- ✓ Other mid-level managers pursuing change or promotion

### **Program Benefits**

- ✓ Helps you prepare for the PHR or SPHR certification examination
- ✓ Provides test-taking tips used by thousands of other SHRM Learn System™ users who passed the PHR or SPHR exam
- ✓ Sharpens your test-taking skills and increases your confidence
- ✓ Strengthens competencies and productivity through effective HR training
- ✓ Broadens the perspective of functional specialists to develop a generalist point of view
- ✓ Enhances professional development

### **Benefits of Certification**

- ✓ Provides recognition of professional achievement
- ✓ Aids career advancement
- ✓ Serves as a visual reminder of professional status
- ✓ Demonstrates a master of human resource knowledge on a national level
- ✓ Show commitment to keeping abreast of new developments in the field

**This course is offered in the Fall of each year starting in September meeting 1 night a week for 11 weeks. For the current schedule or questions contact CBIZ at [cbiz@scciova.edu](mailto:cbiz@scciova.edu) or call 319-208-5375.**



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## **Essentials of Human Resource Management**

Be prepared to handle daily HR challenges. This cost effective course covers real-life HR issues. The SHRM Essentials of Human Resource Management Certificate Program is an introductory course offering an overview of the human resource function. If you're new to human resources or simply want to strengthen your employee management skills, this program is for you. This program is offered exclusively by SHRM and developed with input from leading HR experts, HR practitioners and legal counsel. This is a live program originating at North Iowa Area Community College offered across the state of Iowa via teleconference over the ICN.

### **This course provides knowledge and skills you can use immediately. The modules include:**

- ✓ Essentials of Human Resource Management
- ✓ Employment Law in Your Workplace
- ✓ Effective Recruitment and Selection Techniques
- ✓ Basics of Compensation and Benefits
- ✓ Orienting and Training Your Employees
- ✓ Ensuring Quality Performance

### **Why take this program?**

- ✓ Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA)
- ✓ Explore the role of the Equal Opportunity Commission (EEOC) and understand its investigation process
- ✓ Improve employee recruitment and selection while avoiding legal pitfalls
- ✓ Understand the importance of effectively communicating base pay, incentive compensation and benefits information to all levels of staff

### **How does your organization benefit?**

- ✓ Promotes a consistent understanding of the HR function to non-HR management
- ✓ Offers professional development for divisional or departmental supervisors to ensure HR compliance
- ✓ Develops a common dictionary of HR terms for the entire organization

### **Who benefits from this program?**

Participants gain practical HR knowledge and the skills to improve HR job performance. While the course is primarily designed for junior HR practitioners, others involved with hiring and managing employees have benefited from this program.

### **Job titles of professionals who have completed this course include:**

HR Specialist  
HR Administrator  
Trainer  
Product Manager  
HR Generalist  
Admissions Counselor  
Executive Assistant  
Manager  
Recruiter  
Administrative Assistant  
Office Manager

**This course is offered in the Spring of each year starting in February meeting 1 night a week for 7 weeks. For the current schedule or questions contact CBIZ at [cbiz@scciowa.edu](mailto:cbiz@scciowa.edu) or call 319-208-5375.**