

## Spring 2009 SHRM LS PHR/ SPHR Schedule (Female)

CLASSES AT :

May 09 / June 09 Testing Window



Module	Topic	Classes	
		Saturday 7:00pm-10:00pm	Monday 7:00pm-10:00pm
	Orientation + Application Session		
<b>HW</b>	<b>Complete Pre - Test</b>		
1	The Role of Human Resources in Organizations / The Strategic Planning Process	<b>24-Jan</b>	
1	Assessing the Internal Environment		<b>26-Jan</b>
1	Scanning the External Environment	<b>31-Jan</b>	
<b>HW</b>	<b>Complete Module 1 - Test 1</b>		
1	Evaluating HR's Strategic Contributions		<b>2-Feb</b>
1	Ethical Issues Affecting Organizations	<b>7-Feb</b>	
1	HR & the Legistaltive & Regulatory Environment		<b>9-Feb</b>
<b>HW</b>	<b>Complete Module 1 - Test 2</b>		
<b>ME</b>	<b>Strategic Management</b> <span style="float: right;"><b>In-Class Mock Test</b></span>	<b>11-Feb</b>	
2	Key Legislation Affecting Employee Rights, Privacy, and Consumer Protection	<b>14-Feb</b>	
2	Equal Employment Opportunity / Affirmative Action		<b>16-Feb</b>
2	Gender Discrimination & Harrassement in the Workplace/Organizational Staffing Requirements	<b>21-Feb</b>	
<b>HW</b>	<b>Complete Module 2 - Test 1</b>		
2	Job Analysis & Documentation / Recruitment		<b>23-Feb</b>
2	Flexible Staffing / Selection & Retention, Organizational Exit / Employee Records Management	<b>28-Feb</b>	
<b>HW</b>	<b>Complete Module 2 - Test 2</b>		
<b>ME</b>	<b>"Workforce Planning and Employment"</b> <span style="float: right;"><b>In-Class Mock Test</b></span>	<b>4-Mar</b>	
3	Key Legislation/HR Development		<b>2-Mar</b>
3	Organizational Development Initiatives	<b>7-Mar</b>	
3	Adult Learning & Motivation/ Training & Development		<b>9-Mar</b>
<b>HW</b>	<b>Complete Module 3 - Test 1</b>		
3	Talent Management	<b>14-Mar</b>	
3	Developing Leaders		<b>16-Mar</b>
3	Performance Management	<b>21-Mar</b>	
<b>HW</b>	<b>Complete Module 3 - Test 2</b>		
<b>ME</b>	<b>"Human Resources Development"</b> <span style="float: right;"><b>In-Class Mock Test</b></span>	<b>25-Mar</b>	
4	Key Compensation Legislation / Total Rewards & the Strategic Focus of the Org		<b>23-Mar</b>
4	Compensation Structure / Compensation Systems	<b>28-Mar</b>	
4	Compensation Systems / Introd to Benefit Programs & Key Benefits Legistlation		<b>30-Mar</b>
<b>HW</b>	<b>Complete Module 4 - Test 1</b>		
4	Government - Mendated Benefits / Deferred Compensation Plans	<b>4-Apr</b>	
4	Heath Care Benefits / Other Nonstatutory Benefits		<b>6-Apr</b>
4	ONB/ Compensation&Benefits Programs for Intern Employees/ Evaluating TR	<b>11-Apr</b>	
<b>HW</b>	<b>Complete Module 4 - Test 2</b>		
<b>ME</b>	<b>"Total Rewards"</b> <span style="float: right;"><b>In-Class Mock Test</b></span>	<b>15-Apr</b>	
5	Laws Affecting Employee &LR/ Employee R &Organ Culture/Employee Involvement Strategies		<b>13-Apr</b>
5	Measuring Employee Attitudes/Policies, Procedures&Work Rules/Discipline&Complaint Resolution	<b>18-Apr</b>	
5	Labor Relations Legistlations & Union Organizing		<b>20-Apr</b>
<b>HW</b>	<b>Complete Module 5 - Test 1</b>		
5	Union Labor Practices	<b>25-Apr</b>	
5	Collective Barganing, strickers & Secondary boycotts.		<b>27-Apr</b>
<b>HW</b>	<b>Complete Module 5 - Test 2</b>		
<b>ME</b>	<b>"Employee and Labor Relations"</b> <span style="float: right;"><b>In- Class Mock Test</b></span>	<b>29-Apr</b>	
6	Organizational Risk / Key Legistlation	<b>2-May</b>	
<b>HW</b>	<b>Complete Module 6 - Test 1</b>		
6	Safety / Health		<b>4-May</b>
6	Security / Privacy	<b>9-May</b>	
<b>HW</b>	<b>Complete Module 6 - Test 2</b>		
<b>ME</b>	<b>"Risk Management"</b> <span style="float: right;"><b>In-Class Mock Test</b></span>	<b>11-May</b>	
<b>RS</b>	<b>Review Session 1</b>		<b>12-May</b>
<b>RS</b>	<b>Review Session 2</b>		<b>13-May</b>
<b>RS</b>	<b>Review Session 3</b>		<b>14-May</b>
<b>FE</b>	<b>Final Mock Exam</b>	<b>19-May</b>	

The Above Schedule is subject to change, please contact our office for further details.

Last Updated: 25/09/2009