

## SPRING 2009- PHR/SPHR

May - June 2009 Testing Window

Module	Topic	Classes	
		Thursday 6:00 - 9:00	Friday 3:00 - 6:00
HW	Complete Pre-Test		
	<b>Module 1 - Strategic Management</b>		
1	The Role of Human Resources in Organizations / The Strategic Planning Process	15-Jan	
1	Assessing the Internal Environment		16-Jan
1	Scanning the External Environment	22-Jan	
1	Evaluating HR's Strategic Contributions		23-Jan
1	Ethical Issues Affecting Organizations	29-Jan	
1	Human Resources and the Legislative & Regulatory Environment		30-Jan
HW	Complete Module 1 - Test 1 & 2		
ME 1	In Class Post Test - Strategic Management		6-Feb
	<b>Module 2 - Workforce Planning and Employment</b>		
2	Key Legislation Affecting Employee Rights, Privacy, and Consumer Protection	5-Feb	
2	Equal Employment Opportunity / Affirmative Action		6-Feb
2	Gender Discrimination & Harassment in the Workplace / Organizational Staffing Requirements	12-Feb	
2	Job Analysis & Documentation / Recruiting		13-Feb
2	Flexible Staffing / Selection & Retention	19-Feb	
2	Organizational Exit / Employee Records Management		20-Feb
HW	Complete Module 2 - Test 1 & 2		
ME 2	In Class Post Test - Workforce Planning and Employment		27-Feb
	<b>Module 3 - Human Resources Development</b>		
3	Key Legislation/HR Development & the Org / Organizational Development Initiatives	26-Feb	
3	Adult Learning & Motivation / Training & Development		27-Feb
3	Talent Management / Developing Leaders	5-Mar	
3	Performance Management		6-Mar
HW	Complete Module 3 - Test 1 & 2		
ME 3	In Class Post Test - Human Resources Development		13-Mar
	<b>Module 4 - Total Rewards</b>		
4	Key Compensation Legislation / Total Rewards & the Strategic Focus of the Org	12-Mar	
4	Compensation Structure / Compensation Systems		13-Mar
4	Compensation Systems / Introduction to Benefit Programs & Key Benefits Legislation	19-Mar	
4	Government-Mandated Benefits / Deferred Compensation Plans		20-Mar
4	Health Care Benefits / Other Non-statutory Benefits	26-Mar	
4	ONB / Compensation & Benefits Programs for Intern Employees / Evaluating TR		27-Mar
HW	Complete Module 4 - Test 1 & 2		
ME 4	In Class Post Test - Total Rewards		3-Apr
	<b>Module 5 - Employee and Labor Relations</b>		
5	Laws Affecting Employee & LR / ER & Organ Culture / Employee Involvement Strategies	2-Apr	
5	Measuring Employee Attitudes/Policies, Procedures & Work Rules / Discipline & Complaint Resolution		3-Apr
5	Labour Relations Legislations & Union Organizing	9-Apr	
5	Unfair Labor Practices		10-Apr
5	Collective Bargaining	16-Apr	
5	Strikes & Secondary Boycotts		17-Apr
HW	Complete Module 5 - Test 1 & 2		
ME 5	In Class Post Test - Employee and Labour Relations		24-Apr
	<b>Module 6 - Risk Management</b>		
6	Organizational Risk / Key Legislation	23-Apr	
6	Safety / Health		24-Apr
6	Security / Privacy	30-Apr	
HW	Complete Module 6 - Test 1 & 2		
ME 6	In Class Post Test - Risk Management		8-May
RS	Review Session 1	7-May	
RS	Review Session 2		8-May
RS	Review Session 3	14-May	
ME	Final Exam		15-May

**PLEASE NOTE : ALL MOCK EXAMS WILL BE ON A FRIDAY, BEFORE CLASS, FROM 2 - 3 PM**

Note: The above schedule is subject to change without prior notice. Please contact our office for further details.

Updated 13-Oct-08

### Infocenter, In Partnership with Morgan International

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