



POLK STATE

Corporate College

SHRM-CP & SHRM-SCP Certification Prep Spring 2021

Instructor: Matina Wagner

<i>CLASS #</i>	<i>DATE</i>	<i>ANTICIPATED TOPIC</i>
<i>1</i>	8/4/2021	Welcome, Introduction, HR Competencies
<i>2</i>	8/11/2021	Complete HR Competencies, Begin HR Strategic Planning
<i>3</i>	8/18/2021	Complete Strategic Planning, Talent Acquisition
<i>4</i>	8/25/2021	Employee Engagement and Retention, Begin Learning and Development
<i>5</i>	9/1/2021	Complete Learning and Development, Total Rewards
<i>6</i>	9/8/2021	Structure of the HR Function, Begin Organizational Effectiveness and Development
<i>7</i>	9/15/2021	Complete Organizational Effectiveness and Development, Workforce Management
<i>8</i>	9/22/2021	Employee and Labor Relations, Technology Management
<i>9</i>	9/29/2021	HR in the Global Context, Diversity and Inclusion
<i>10</i>	10/6/2021	Risk Management, Corporate Social Responsibility
<i>11</i>	10/13/2021	Begin US Employment Law and Regulations
<i>12</i>	10/20/2021	Complete US Employment Law and Regulations, Review
<i>13</i>	10/27/2021	Program Review
<i>14</i>	11/3/2021	Final Exam

Register: <https://polk.augusoft.net/> Registration opens July 1, 2021

Class Time: 5pm-8pm | Class Location: Online Via Zoom

Cost: \$1295, includes textbooks and 1 yr. access to SHRM Online Learning System

HOW TO STUDY: Go to www.learnhrm.partnerrc.com Watch QuickStarts videos. Bring appropriate book to class with highlighter and pen to take notes in book. Read book and take in-book Progress Tests. Memorize Down and Dirties. Take on-line tests repeatedly until you score 90% or higher.