



POLK STATE

Corporate College

SHRM-CP & SHRM-SCP Certification Prep Spring 2023

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| <i>CLASS #</i> | <i>DATE</i> | <i>ANTICIPATED TOPIC</i> |
|----------------|-------------|--|
| <i>1</i> | 02/27/2023 | Welcome, How to Study, HR Competencies |
| <i>2</i> | 03/06/2023 | HR Competencies, |
| <i>3</i> | 03/13/2023 | HR Competencies, HR Competencies Discussion Questions |
| <i>4</i> | 03/20/2023 | HR Strategy, Talent Acquisition |
| <i>5</i> | 03/27/2023 | Employee Engagement and Retention, Learning and Development |
| <i>6</i> | 04/03/2023 | Total Rewards, People book Discussion Questions |
| <i>7</i> | 04/10/2023 | Structure of the HR Function, Organization Effectiveness and Development |
| <i>8</i> | 04/17/2023 | Workforce Management, Employee and Labor Relations, Technology Management |
| <i>9</i> | 04/24/2023 | Organization book Discussion Questions |
| <i>10</i> | 05/01/2023 | Managing a Global Workforce, Diversity and Inclusion, Risk Management |
| <i>11</i> | 05/08/2023 | Corporate Social Responsibility, begin US Employment Law and Regs. |
| <i>12</i> | 05/15/2023 | Finish US Employment Law, Workplace book Discussion Questions, Exam Review |
| <i>13</i> | 05/22/2023 | More Exam Review,/Test practice questions |
| <i>14</i> | 05/29/2023 | Final Exam |

Register: <https://polk.augusoft.net/>

Class Time: Mondays 5:30pm-8:30pm | Class Location: Online Via Zoom Cost: \$1354, includes textbooks fee 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.