



POLK STATE

Corporate College

SHRM-CP & SHRM-SCP Certification Fall 2019

Instructor: J. Lenora Bresler, J.D., SPHR, SHRM-SCP

<i>CLASS #</i>	<i>DATE</i>	<i>ANTICIPATED TOPIC</i>
<i>1</i>	August 15	Welcome, Introduction, HR Competencies
<i>2</i>	August 22	Complete HR Competencies, Begin HR Strategic Planning
<i>3</i>	August 29	Complete Strategic Planning, Talent Acquisition
<i>4</i>	September 5	Employee Engagement and Retention, Begin Learning and Development
	No Class	September 12
<i>5</i>	September 19	Complete Learning and Development, Total Rewards
<i>6</i>	September 26	Structure of the HR Function, Begin Organizational Effectiveness and Development
<i>7</i>	October 3	Complete Organizational Effectiveness and Development, Workforce Management
<i>8</i>	October 10	Employee and Labor Relations, Technology Management
<i>9</i>	October 17	HR in the Global Context, Diversity and Inclusion
<i>10</i>	October 24	Risk Management, Corporate Social Responsibility
<i>11</i>	October 31	Begin US Employment Law and Regulations
<i>12</i>	November 7	Complete US Employment Law and Regulations, Review
<i>13</i>	November 14	Review, Final Exam

Register: <http://higherreach.polk.edu/modules/shop/index.html?action=courseBrowse&CatalogID=10>

Class Time: 5pm-8pm | Class Location: Bartow Campus ATC1106

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.