

# SHRM Essentials<sup>®</sup> of Human Resources

<b>Intended Audience</b>	Early-Career (0-3 years HR experience)	<b>Delivery Options</b>	<ul style="list-style-type: none"><li>• 2-Day In-Person (Onsite or Seminar)</li><li>• 4-Week Virtual</li></ul>
<b>HR Competency</b>	HR Expertise (HR Knowledge)	<b>Recertification*</b>	SHRM: 15 PDCs

## Program Overview

Whether you are a new HR professional or perform HR responsibilities in a non-HR role, this is the ideal program for you! In this practical, interactive course, you will acquire transferable skills and knowledge to better equip you for the challenges of recruiting, selecting and retaining qualified employees who enable your organization to reach its goals. You will learn from a seasoned HR professional, who will help you gain essential knowledge on HR roles and tasks and provide you with critical insights on how to successfully reduce costs and mitigate legal risks for your organization.

## Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Create a stronger alignment between your organizational and HR goals.
- Build your knowledge of HR practices.
- Apply newly learned HR knowledge to practical activities, similar to those required on the job.
- Plan for ways to transfer the knowledge and skills learned from training to on-the-job tasks.

## Program Modules

This program includes the following modules:

- Module 1: Human Resource Fundamentals
  - The HR profession
  - Strategic and human resource planning



\*Visit [shrm.org/educationalprograms](https://shrm.org/educationalprograms) for the most up-to-date recertification credit

- Module 2: Talent Acquisition
  - Recruiting
  - Selecting candidates to interview
  - Interviewing candidates
  - Completing the selection process
- Module 3: Total Rewards
  - Pay increases and incentives
  - Compensation system design
  - Benefits overview
- Module 4: Learning and Development
  - Training program design
  - Orientation, onboarding, and professional development
  - Training evaluation
- Module 5: Performance Management
  - Performance management systems
  - Performance evaluation process
  - Performance improvement
  - Termination
- Module 6: Employment Law
  - Employment Law Overviews
  - Impacts of Employment Law
  - Medical and Emergency Leave Mandates
  - Safety Requirements
  - Employee Handbooks