PHR/SPHR Certificate Curriculum

Management Practices

- HR Planning
- Ethical Issues
- Role of HR in the Organization
- HRIS
- TQM/PM
- Leadership, Motivation, Rewards
- Employee Involvement Strategies
- Organizational Change
- International HRM
- HR Research

Staffing

- EEO/Affirmative Action
- Evaluating Recruiting Effectiveness
- Internal and External Sourcing
- Career Planning and Development

HR Development

- Training and the Organization
- Basic Learning Principles
- Facilities Planning

Compensation & Benefits

- Total Compensation Systems
- Economic Factors Affecting Compensation
- Compensation Philosphy, Strategy, and Policy
- Job Analysis and Evaluation
- Compensation Programs
- Employee Benefits Programs

Employee & Labor Relations

- Union representation
- Unfair Labour Practices
- Union-Management Relations
- Collective Bargaining
- Maintaining Nonunion Status

Health, Safety, and Security

- Health and Wellness Programs
- Investigations and Preventive Corrections
- Safety Inspections and Accident Investigations
- Security Organization, Vulnerability Analysis, and Crisis Management
- Employer Liabilities
- Theft and Fraud

General Employment Practices

- Legal and Regulatory Factors
- Individual Employment Rights
- Job Analysis, Job Description, and Job Specification
- Employee Attitudes, Opinions, and Satisfaction
- Workplace Behavior Problems
- Performance Appraisals

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