

# SHRM Certified Professional (SHRM-CP®)/ SHRM Senior Certified Professional (SHRM-SCP®) Certification Preparation

<b>Intended Audience</b>	Mid-Level Senior-Level	<b>Delivery Options</b>	<ul style="list-style-type: none"> <li>• 3-Day In-Person</li> <li>• 7-Week Virtual</li> <li>• 9-Week Virtual</li> <li>• 14-Week Virtual (Corporate Groups Only)</li> <li>• Hybrid</li> </ul>
<b>HR Competencies</b>	<ul style="list-style-type: none"> <li>• Leadership &amp; Navigation</li> <li>• Ethical Practice</li> <li>• Business Acumen</li> <li>• Consultation</li> <li>• Critical Evaluation</li> <li>• Relationship Management</li> <li>• Communication</li> <li>• Global &amp; Cultural Effectiveness</li> <li>• Communication</li> <li>• HR Expertise (HR Knowledge)</li> </ul>	<b>Recertification*</b>	<ul style="list-style-type: none"> <li>• In-Person SHRM: 22 PDCs</li> <li>• 7-Week Virtual SHRM: 27.5 PDCs</li> <li>• 9-Week Virtual SHRM: 27.5 PDCs</li> <li>• 14-Week Virtual SHRM: 27.5 PDCs</li> </ul>

## Program Overview

Led by qualified and certified HR instructors, our intensive SHRM-CP/SHRM-SCP Certification preparation seminars, combined with the SHRM Learning System, present a comprehensive and detailed review of the current SHRM Body of Competency & Knowledge™ (SHRM BoCK™). By attending, you will be able to identify areas of strength and build on them. You will also see where you need further concentrated study in preparation for either exam.

After registering for your seminar, you will receive the 2019 SHRM Learning System to begin your exam preparation. To gain the greatest benefits from your seminar, utilize your SHRM Learning System before the seminar begins. During your seminar, your SHRM-certified instructor will build upon the foundation you've already established through your studies, guiding you through interactive discussions, sample test questions, and periodic progress checks.

While these seminars should not be considered your only preparation for certification, they serve as a very valuable component to help you focus your study efforts and maximize your results. After the seminar, a SHRM-certified, highly experienced instructor will provide an additional group coaching session to help prepare and assist students by answering questions about the exam or related material covered during the seminar.



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

## Program Benefits & Features

- Led by highly experienced and engaging SHRM-certified instructors
- Classroom environment provides networking opportunities
- Outside-the-classroom assignments help reinforce seminar sessions
- Sample test questions and periodic process checks keep you confident in your breadth of knowledge
- The virtual seminar delivery option allows real-time Q&As and chats between virtual seminar participants, providing a dynamic virtual classroom experience
  - All virtual classes are recorded in their entirety for viewing at your convenience.
- One virtual group coaching session led by a SHRM-certified instructor to help guide exam preparations

## Program Outline

This program includes the following:

- Introduction
  - The SHRM Body of Competency and Knowledge™ (BoCK)
  - The SHRM-CP and SHRM-SCP Certifications
  - The SHRM Learning System® for SHRM-CP/SHRM-SCP
- HR Competencies
  - Behavioral Competencies
    - Leadership and Navigation
    - Ethical Practice
    - Relationship Management
    - Communication
    - Global and Cultural Effectiveness
    - Business Acumen
    - Consultation
    - Critical Evaluation
- Domain 1: People
  - Functional Area #1: HR Strategic Planning
  - Functional Area #2: Talent Acquisition
  - Functional Area #3: Employee Engagement and Retention
  - Functional Area #4: Learning and Development
  - Functional Area #5: Total Rewards
- Domain 2: Organization
  - Functional Area #6: Structure of the HR Function
  - Functional Area #7: Organizational Effectiveness and Development



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- Functional Area #8: Workforce Management
  - Functional Area #9: Employee and Labor Relations
  - Functional Area #10: Technology Management
- Domain 3: Workplace
  - Functional Area #11: HR in the Global Context
  - Functional Area #12: Diversity and Inclusion
  - Functional Area #13: Risk Management
  - Functional Area #14: Corporate Social Responsibility
  - Functional Area #15: U.S. Employment Law and Regulations
- Coaching Session/Review/Discussion