

# SHRM Essentials® 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

Human resources incorporates a number of interrelated job functions with a primary mission of recruiting, selecting, and retaining qualified employees who will assist the organization in achieving its goals and objectives. In this course, you will gain the foundational knowledge necessary to help your organization reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This program is ideal if you are just starting out in the HR profession, planning to make a career change into an HR position, or performing HR duties as a part of a non-HR job. Recently updated content reflects changes in legislation and provides an overview of HR roles and responsibilities.

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

- 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
  - Performance management systems
  - Performance evaluation process
  - Performance improvement
  - Termination