



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

Registration Is Now Underway For UNA's SHRM® Learning System Prep Course & Essentials Course!

UNA'S SHRM® LEARNING SYSTEM PREP COURSE ONLINE FORMAT

Create your competitive advantage - HR certification strengthens resumes, increases and refreshes knowledge of HR practices and helps HR Professionals demonstrate their commitment to the profession. These extraordinary times require HR professionals to demonstrate added value to employers and set themselves apart from their peers for career advancement. Maybe it's time to earn your PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) credential.

INVEST IN YOURSELF

Our prep course is designed to make preparing for the PHR®/SPHR® easier and more efficient by offering the best exam preparation system available in an online environment that keeps students on track and assures all material is covered thoroughly. Offered in partnership with the Society for Human Resource Management (SHRM®), the curriculum is designed by subject matter experts and covers the most up-to-date HR Certification Institute Body of Knowledge. In addition, the comprehensive SHRM® Learning System will serve as a valuable HR resource to you for many years to come.

WHAT YOU'LL LEARN

The SHRM® Learning System Prep Course provides the most comprehensive and effective PHR®/SPHR® training program through a blended format of printed workbooks and webbased study tools. This course teaches the following six modules covering the HR Certification Institute Body of Knowledge tested in PHR®/SPHR® exams.

1. Strategic Business Management
2. Workforce Planning and Employment
3. Human Resource Development
4. Total Rewards
5. Employee and Labor Relations
6. Risk Management

SHRM® Learning System - Online Format

Course Number: 11-HR300OL

September 12 - December 11, 2011

Price: \$1099; \$1049 for SHRM® Members

Instructor: Dr. Sandra Sockwell, SPHR

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."



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SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Gain HR skills to face today's HR issues - The SHRM® Essentials of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- Attain knowledge and practical HR skills to effectively approach challenging HR issues
- Gain expertise in areas of HR that are broader than the normal scope of your job
- Stay up-to-date on the latest laws and regulations
- Learn techniques for handling HR challenges through interactive case studies
- Utilize the print materials and one-year access to the online tools as a comprehensive source of HR information

SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

Newly updated with the latest HR developments, this course addresses six key HR management practices delivered in a blended learning experience that combines print and online tools with the benefits of an instructor-led class. The six key HR management practice are: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, & Performance Management.

ONLINE TOOLS

- Pre and post-test
- Reports that measure progress
- Glossary of key terms
- Resource Center
- Threaded case study
- And more!

CLASSROOM BENEFITS

- Instruction from an HR expert
- Real-world case studies
- Networking opportunities

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Course Number: 11-HR301 * September 29 & 30, 2011

8:00 am - 4:30 pm * Price: \$699; \$679 for SHRM® Members

Instructor: Matt Oglesby, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

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MEET YOUR INSTRUCTORS:

Dr. Sandra Sockwell, SPHR, retired from the City of Florence after being the Personnel Director for almost 20 years. After a two-month retirement, she went to work with D & D Case Management, Inc., as Director of Business Development. She served in an HR capacity in a major healthcare facility, and is a frequent trainer for UNA and others on HR, supervisory, and management topics. Sandra is the past president of both the Alabama Self-Insurers Association and the Alabama Association of Public Personnel Administrators, and board member of the newly formed Shoals Chapter- SHRM®. She earned BS and MS degrees from UNA and her MA and Ph.D. from The University of Alabama. Sandra has taught in UNA's SHRM® Learning System series since its inception.

Matt Oglesby, SPHR, currently works for CB&S Bank as an HR Generalist. He has a broad range of experience, including over 15 years of management experience and over 10 years of public speaking experience. He serves as the President-elect for the Shoals Chapter-SHRM. He earned his BS in Human Resource Management at the University of North Alabama, and he is currently working on his MBA at UNA.

Registration is now underway for UNA's upcoming Human Resources/SHRM® courses being offered by Continuing Studies and Outreach. Online registration will be available soon at www.una.edu/continuing-studies (select Human Resources). Please contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards.

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