

Human Resource Management Module 1

Human Resource Management & Regulations

- Contemporary Perspectives
- Evolution of HR
- Emerging HR Challenges
- Enhancing Productivity & Quality
- The Setting for HR Management
- Small versus Large Organizations
- Careers in HR Management
- The Legal Environment
- Equal Employment Opportunity
- Human Resource Regulations
- Evaluating Legal Compliance

Human Resource Management Module 2

Global & Competitive Environments

- Growth of International Business
- Global Issues in HR Management
- Cultural Environments
- HR Function in International Business
- Domestic & International Issues
- Managing International Transfers & Assignments
- Training Expatriates
- The Competitive Environment for HR Management
- The Top Management Team

- The Role of Corporate Governance
- Business Strategy & HR Management
- The Impact of Organization Design
- The Impact of Corporate Culture

Human Resource Management Module 3

Human Resource Decision Making

- Making HR Decisions
- Human Resource Planning
- Strategy as a Source of Information
- Economic Conditions
- Job Analysis Process
- Ethics and HR Management
- Rightsizing the Organization
- Managing Terminations & Retention
- Progressive Discipline
- Managing Voluntary Turnover
- The Causes of Job Dissatisfaction
- HR Management During Mergers & Acquisitions

Human Resource Management Module 4

Recruitment & a Diverse Workforce

- Sources for Recruits
- The Selection Process
- Popular Selection Techniques
- The Selection Decision

- Reliability & Validity
- Legal & Effectiveness Issues
- The Nature of Workforce diversity
- Dimensions of Diversity
- Impact of Diversity on Organizations
- Managing Diversity in Organizations
- Managing the Knowledge Function
- HR Management & Social Issues

Human Resource Management Module 5

Compensation, Benefits & Performance Appraisals

- Developing a Compensation Strategy
- Determining What to Pay
- Wage & Salary Administration
- Pay Secrecy
- The Nature of Benefits Programs
- Mandated & Nonmandated Benefits
- Contemporary Issues in Compensation & Benefits
- Conducting Performance Appraisals
- The Performance Appraisal Process
- Methods for Appraising Performance
- Legal Issues in Performance Appraisals
- HR Management & Career Management
- Career Development Issues & Challenges

Human Resource Management Module 6

Labor Relations, Safety, Health & Security

- The Role of Labor Unions
- Trends in Unionization
- The Unionization Process
- The Collective Bargaining Process
- Negotiating Labor Agreements
- Resolving Impasses
- Labor Unions in the 21st Century
- Employee Safety & Health
- The Physical Environment
- Stress & Stress Management at Work
- Workplace Security

Human Resource Management Module 7

Motivation & Enhancing Performance

- Motivation at Work
- A Basic Model of Performance
- Motivation & Needs
- Process Theories of Motivation
- Perspectives on Motivation
- Goal Theory
- Agency Theory
- Enhancing Performance at Different Levels
- Incentives & Performance Based Rewards

- Performance Management & Feedback
- Evaluating Performance Enhancement Programs

Human Resources Exam Prep Module 1

Introduction to Human Resources

- The Human Resource Profession
- Human Resource Body of Knowledge
- Certification
- Preparing for the Exam
- Needs Assessment & Analysis
- Third Party Contracts
- Communication Strategies
- Andragogy (Adult Learning Theories)
- Motivation Theories
- Workplace Diversity
- HR Code of Ethics
- HR Metrics & Uses

Human Resources Exam Prep Module 2

Business Management & Strategy

- Organizations
- Business Functions
- Business Continuity
- Strategic Planning

- Human Capital Management Plan
- Change Management
- HR's Role in Managing Change
- HR's Role in the Organization
- Steps in the Legislative Process
- Regulatory Processes

Human Resources Exam Prep Module 3

Workforce Planning & Employment

- Strategic Workforce Planning
- Staffing Programs
- Succession Planning
- Affirmative Action
- Job Analysis
- Recruitment Methods
- Selection Procedures
- Immigration Policy
- Post-Hire Activities
- Organization Exit/Off-Boarding

Human Resources Exam Prep Module 4

Human Resource Development

- Federal Employment Legislation
- Talent Management

- Training & Development
- Adult Learning
- Leadership
- ADDIE Model
- Training Evaluation
- Performance Management
- Performance Appraisal
- Organization Development vs. Change Management

Human Resources Exam Prep Module 5

Compensation & Benefits

- FLSA Provisions
- Total Rewards Programs
- Compensation
- Job Evaluation Process
- Payroll
- Benefits Options
- Mandatory Benefits
- Communicating Compensation & Benefits Programs
- Salary Surveys
- FMLA Leave
- Executive Compensation

Human Resources Exam Prep Module 6

Employee/Labor Relations & Risk Management

- Federal Employment Legislation
- Employee Relations
- Dispute Resolutions
- Labor Relations
- Union Organization
- Union Avoidance Strategies
- Risk Identification
- Risk Assessment
- Risk Management
- Health & Safety Programs & Legislation
- Business Continuity Plans
- Emergency Response Plans