Are you working in human resources?

Then you have a job that requires you to be a professional who understands economics, politics, social and cultural trends, technological innovations, skill shortages, and government mandates. The challenge of today’s business environment is to understand and manage the interaction of technology, work flow, organizational strategies... and people.

Fairfield University can customize a course for your company. We provide on-site training in a variety of areas including:

- Exam prep
- Recertification credits
- Training and development programs

For more information on any of our offerings please call Patricia Pivarnik at (203) 254-4307 or e-mail ppivarnik@fairfield.edu
<table>
<thead>
<tr>
<th>SHRM® Essentials</th>
<th>SHRM® Learning System</th>
<th>Strategic Management Seminar</th>
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| **Build a solid foundation in HR management skills**
This two-day certificate program provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this program covers the key HR topics you need to know.
By covering a breadth of practical HR topics, the SHRM Essentials of HR Management provides the knowledge to perform daily tasks. Through this course you will also:
• Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA).
• Gain insights into employee recruitment and selection while avoiding legal pitfalls.
• Enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits.
• Increase your knowledge of employee orientation, onboarding, professional development, and training.

The SHRM® Essentials of HR Management course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations. You’ll benefit from the shared experiences of your instructor and peers, while learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues. Participants who hold a PHR/SPHR/GPHR can earn 12 recertification hours upon completion.

**Who Should Attend:**
• entry-level HR professionals
• small business owners responsible for the HR function in their companies
• people looking into HR as a career-change possibility

**Tuition:** $550 (materials and online resource center is included.) Please register for Fall 2013 by October 15 and for Spring 2014 by March 1st.

| **Let us guide you to success**
Achieving major career goals is challenging and time consuming. The SHRM Learning System will give you the tools to advance your career, prepare for increased responsibility, and play a leadership role in your organization. The SHRM Learning System is filled with new features, including innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam.

**The most up-to-date learning modules**
The SHRM Learning System includes six modules covering the entire HR Certification Institute body of knowledge so you’ll learn everything you need for the PHR or SPHR exam.
• Business Management and Strategy
• Workforce Planning and Employment
• Human Resource Development
• Compensation and Benefits
• Employee and Labor Relations
• Risk Management

**Who Should Attend:**
• HR practitioners seeking professional development
• Managers new to the HR field
• Mid-level managers pursuing career change or promotion
• HR professionals planning to take the PHR or SPHR certification exams

**Certification Information**
For eligibility requirements and to register for either exam, the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR), candidates should refer to the HRCI website www.hrci.org.

**Tuition:** $1,540 for non-members or $1,340 for members (materials and online resource center is included.) Please register for Fall 2013 by September 6 and for Spring 2014 by January 17.

**Strategic Management Seminar**
The two day Strategic Human Resources Management seminar will explain HR Strategic Management and how it is related to organizational goals. It will also describe how legal, political, cultural and economic factors affect HR management efforts along with defining HR planning and outlining the HR planning process. One of the new topics this course will discuss is the role of Social Media in the HR management & planning process. This course is approved for 15 HRCI Strategic Management Recertification credits.

**PROGRAM DATES:**

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<th>SHRM Essentials</th>
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<tr>
<td>– October 25 and 26 - 9 a.m. to 4 p.m.</td>
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<tr>
<td>– March 7 and 8, 2014, 9 a.m. to 4 p.m.</td>
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<tr>
<td>– Tuesdays, Sept. 17 to Nov. 26 - 6 p.m. to 9 p.m.</td>
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<tr>
<td>– Tuesdays, Feb. 4 - April 22, 6 p.m. - 9 p.m.</td>
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<td>(no class April 15)</td>
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<tr>
<th>Strategic Management Seminar</th>
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<tr>
<td>– Friday, November 8 and 15 - 9 a.m. to 5 p.m.</td>
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<tr>
<td>– April 4 and 11, 2014, 9 a.m. - 4 p.m.</td>
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**Instructor:** Ray LaManna, SPHR
Raymond T. LaManna, SPHR. Mr. LaManna has over 30 years experience in HR Management and is a former chair of the Management Practices Committee of SHRM and currently Subject Matter Expert for Module 1 (Business Strategy and Management) of the Learning System. He is an adjunct professor at Fairfield University, a full-time Professor at Baruch College and is the founder and owner of a successful consulting firm specializing in organizational and management issues. Mr. LaManna’s student PHR/SPHR examination passing rate is at 80% compared to the national average of 53%.

Classes fill quickly and space is limited.