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

Register today!
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 2014 by December 1 and for Spring 2015 by May 6.

Enrich your HR Skills and Competencies to Succeed
Our SHRM-CP and SHRM-SCP certification preparation course is designed for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals need to excel in their careers today.

Earning your SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success:

• Built on one singular Body of Competency and Knowledge (BoCK) designed to elevate the HR profession around the world.
• Tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application.
• Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results.

This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies.

This intensive 12-week program combines expert instruction with the 2015 SHRM Learning System®, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam.

Who should enroll:
• HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP certification who are preparing for the exam.
• Individuals who want advanced education and training for a successful HR career.
• HR professionals wanting a broader education or to update their HR knowledge.

Tuition: $1,540 for non-members or $1,340 for members (materials and online resource center is included.) Please register by January 15 for the Spring 2015 course.

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.

Onsite training is available upon request.

PROGRAM DATES:

SHRM Essentials
– Friday and Saturday, Dec. 12 and 13, 2014 (9am – 4pm)
– Friday and Saturday, May 15-16, 2015 (9am – 4pm)

SHRM Learning System
– Tuesdays, February 3 - April 28, 2015

Strategic Management Seminar
– Fridays, April 24 and May 1, 2015 (9am to 5pm).

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.