SHRM Essentials® of Human Resources

Intended Audience	Early-Career (0-3 years HR experience)	**Delivery Options**	• 2-Day In-Person (Onsite or Seminar) • 4-Week Virtual
HR Competency	HR Expertise (HR Knowledge)	**Recertification***	SHRM: 15 PDCs

Program Overview

Whether you're on your way to breaking into the field of HR or integrating HR responsibilities into your existing role, this program is made for you. Prepare to increase your knowledge with this immersive and interactive experience that will equip you not just with skills but with a holistic understanding of HR topics and concepts. After completing the course, you will be able to lead with conviction, unleash the full potential of your talent pool, champion a vibrant organizational culture, harness intelligence for optimal decision-making, supercharge performance, and navigate the intricate landscape of U.S. employment laws.

Experienced HR professionals, along with other industry experts, will be your guides on this transformative learning journey. Gain invaluable insights, master the core intricacies of HR roles and responsibilities, and emerge with the knowledge and confidence needed to thrive in the field of HR.

Program Goals

This program is designed to provide you with the knowledge and skills necessary to:

- Identify areas where HR should be a strategic partner to the organization.
- Determine how to position HR as a strategic partner to the business.
- Apply newly learned HR knowledge to course activities that reflect challenges similar to those faced on the job.
- Plan for ways to transfer the knowledge and skills learned from training to on-the-job tasks.
- Explore career opportunities within the field of HR and create a plan for your future.

Program Topics

This program includes the following modules:

- Welcome and Introductions
- Topic 1: Leads with Purpose
  - Demonstrating HR's value
  - The role of HR
  - The SHRM BASK™
  - Progression of the HR role
  - Defining a successful HR practice
  - Thinking strategically within HR
  - SHRM Organizational Capability Model

- Topic 2: Maximizes Talent
  - New-hire experience
  - Preboarding
  - Orientation
  - Onboarding
  - Employee engagement impact on health
  - Gaining engagement feedback
  - Addressing mental health
  - Coaching and feedback
  - Talent development
  - Performance management
  - Total rewards
- Topic 3: Champions Culture
  - Workplace culture
  - Culture-building process
  - Different forms of diversity
  - Achieving cognitive diversity
  - Benefits of cognitive diversity
  - Unconscious and conscious bias
  - Belonging initiatives
  - Benefits of an inclusive culture
  - HR's role in conflict
  - Strong conflict management cultures
  - Types of conflict
  - Methods for managing conflict
  - Corporate social responsibility
  - Compliance culture
- Topic 4: Optimizes Intelligence
  - Technology types
  - Digital transformation framework
  - People analytics project framework
- Topic 5: Accelerates Performance
  - Strategic planning process
  - Impacts to organizational strategy
  - Levels of strategy
  - Common metrics
  - Talent acquisition components
  - Employment brand
  - Workforce planning
  - Candidate experience
  - Hiring
  - DE&I in talent acquisition
  - Engaging your workforce
  - Change audiences and models
- Topic 6: Knows the Law (U.S.)

- o Employes and independent contractors
- o Exempt and nonexempt
- o Protected classes
- o History of U.S. federal employment laws
- o Inclusion and awareness of invisible disabilities
- o Laws protecting individuals with disabilities
- o Discrimination accusations best practices
- o Unlawful employment practices
- Conclusion: Next Steps and Wrap Up