



**Center for Professional Development**  
**Canisius Amherst Conference Center**  
 300 Corporate Parkway | Amherst, NY 14226 | [www.canisius.edu/cpd](http://www.canisius.edu/cpd)

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Earn the designation that sets you apart  
 with the 2009/10 SHRM Learning System®



## Gain a Professional Edge: **Prepare for HR certification** 2009 SHRM Learning System®

### Human resource certification preparation

Featuring the SHRM Learning System® Course: An intensive 12-week program designed primarily for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®)

### Program schedule

**Fall 2009** Thursdays, September 10 - December 3, 2009  
 (no class November 26)  
 5:30 – 8:30 p.m.

**Spring 2010** Thursdays, February 11 - May 6, 2010  
 (no class April 1)  
 5:30 – 8:30 p.m.



**Center for Professional Development Open Houses**  
 Canisius Amherst Conference Center

**Thursday, August 27, 2009**  
 5:30 p.m. – 7:30 p.m.

**Thursday, January 28, 2010**  
 5:30 p.m. – 7:30 p.m.



# Prepare for HR certification with the SHRM Learning System® Course

If you plan to earn your **Professional Human Resources (PHR®)** or **Senior Professional in Human Resources (SPHR®)** designation, now is the time to enroll in our updated and expanded HR Certification Institute exam preparation course based on the SHRM Learning System®.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the 2009/2010 HR Certification Institute Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. As a certification preparation program, it consistently beats the national pass rate.

By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately.

By enrolling in our classroom based format, you also get the added benefit of:

- A structured classroom environment that enhances learning and helps you stay on track
- Experienced instructors to explain concepts and apply them to your industry
- Opportunities to network and share real-world experiences with other HR professionals
- Minimized travel and maximizing employer tuition assistance

There's never been a better time to pursue your PHR® or SPHR® designation. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience. This program is also worth 35 PHR/SHPR recertification credits if you've already received your credential.

## The six learning modules cover a full array of HR topics

The SHRM Learning System® course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities and associated knowledge defined by the HR Certification Institute:

### • Strategic Management

– Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR's strategic contributions, ethical issues affecting organizations and HR and the legislative and regulatory environment.

### • Workforce Planning and Employment

– Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation, recruitment, flexible staffing, selection and retention, organizational exit and employee records management.

### • Human Resource Development

– Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent management, developing leaders and performance management.

### • Total Rewards

– Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, health-care benefits, other non-statutory benefits, compensation and benefits for international employees and evaluating the total rewards system and communicating it to employees.

### • Employee and Labor Relations

– Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining and strikes and secondary boycotts.

### • Risk Management

– Examines organizational risk, key legislation, safety, health, security and privacy.

Course participants will also receive a SPHR® *Preparation Book* for specialized SPHR® training.

Besides being a powerful tool for PHR® or SPHR® certification preparation, this strategic course fosters professional advancement and builds confidence for managing HR challenges.

## Features that deliver

The SHRM Learning System® offers a variety of study features that reinforce concepts and help students prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests that are formatted to mimic the current HR Certification Institute exam experience
- An interactive case study featuring real-life scenarios to test students' ability to apply concepts learned throughout the course
- *The SPHR® Preparation Book*, designed specifically for SPHR candidates, focuses on the strategic-thinking approach of the SPHR exam.
- Access to the On-line Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, feedback opportunities and eFlashcards that can be printed or downloaded to a PDA
- Two new free webcasts on Union Organizing and Collective Bargaining available through the Resource Center. Other archived webcasts highlighting essential topics are available 24 hours a day.

## Designed to advance your career

The course is designed for managers and staff in general management or human resource management positions:

- HR professionals planning to take the PHR® or SPHR® certification exam
- PHR® professionals seeking to “upgrade” their certification to SPHR®
- Certified HR professionals needing credits for PHR®/SPHR® recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion

Don't miss our upcoming session. Take our course, earn your certification and be ready for career advancement.



## The SHRM advantage

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. The Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 225,000 members in over 125 countries, and more than 575 affiliated chapters. Visit [www.shrm.org](http://www.shrm.org).

## Certification information

Please note that to earn either the PHR® or SPHR® designation candidates are required to have at least two years of exempt-level experience in the HR field.

While no single course of study guarantees success on the HR Certification Institute examinations, thousands of individuals have used the SHRM® Learning System to effectively prepare for the exams.

## HR Certification Institute test dates

The next computer based testing window is (Winter 2009) December 1, 2009 – January 31, 2010 or (Spring 2010) May 1, 2010 – June 30, 2010. If you have further questions regarding the PHR® or SPHR® exams, please visit [www.hcri.org](http://www.hcri.org), call the HR Certification Institute at 866-898-4724, or send an E-mail to [info@hcri.org](mailto:info@hcri.org).

## Convenient classes for professionals with full schedules

### Fall 2009

Thursdays, September 10 - December 3, 2009  
(no class November 26)  
5:30 – 8:30 p.m.

### Spring 2010

Thursdays, February 11 - May 6, 2010  
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5:30 – 8:30 p.m.

All classes will be held at the Canisius Amherst Conference Center, 300 Corporate Parkway, Suite 130, Amherst, NY 14226

## SHRM on location

The SHRM Learning System® may also be taught at your company site. Call 716-888-8493 for details.

## Course Investment

Course tuition is \$1,097, \$1,072 for SHRM National and BNHRA members and includes the SHRM Learning System® print modules, on-line learning software, access to the On-line Resource Center, instructor handouts and 48-hours of classroom instruction.

You may qualify for tuition reimbursement from your employer.

# Isn't it time you prepare for the PHR® or SPHR® certification exam?

These valuable credentials will set you apart from other HR professionals and open the door to enhanced career opportunities.

Prepare for certification with Canisius College's SHRM Learning System® course. It's easy to register:

**By phone**, call 716-888-8490. Credit card registration only.

**By fax**, send your completed registration form with major credit card information to 716-888-8495.

**On-line**, visit our Web site at [www.canisius.edu/cpd](http://www.canisius.edu/cpd).

**By mail**, complete the registration form (or photocopy) and send it with a check or credit card information. Make checks payable to Canisius College/CPD and mail it to: Canisius College Center for Professional Development, 300 Corporate Parkway, Suite 130, Amherst, NY 14226.

## Confirmation

You are enrolled as soon as we receive your registration form and tuition. Payment will be processed the first week of the program. You will receive an automated e-mail confirmation.

**For more information**, contact Pamela Zablonksi, training and consulting manager, by calling 716-888-8493 or sending an E-mail message to [zablonsp@canisius.edu](mailto:zablonsp@canisius.edu).

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## Instructor Profiles

### REBECCA BOYLE, MBA '85, SPHR

Rebecca has over 25 years of experience as a human resources professional. Her areas of expertise include leadership, strategic management, performance management, organizational development and training. Rebecca earned her MBA from Canisius College.

### KEN KLUMPP

Ken has over 40 years of experience in occupational and health training and consulting. His areas of expertise include OSHA safety and health regulations and legislation, safety management, hazardous waste operations, security and health issues.

### NANCY G. LYNCH, SPHR

Nancy has more than 15 years of experience in human resource management, training and organizational development. Her areas of specialty include staffing, performance management, HR strategy and management development.

### WILLIAM O'NEIL, SPHR, MSED

Bill has more than 20 years in human resource management. He has extensive background experience in the managerial and executive levels and is presently consulting with his own firm. His expertise is in retention, performance management, functional business planning and process improvement.

### LAURENCE OPPENHEIMER, Esq.

Larry is a partner with Hiscock & Barclay and has over 20 years of experience in the employee and labor relations field. He has a wide variety of national and international clients ranging across many diverse industries. Larry is also a recognized speaker on the topic and provides lectures and seminars to groups across the country.

## Registration Form – The SHRM Learning System® Course

### Session:

- Fall 2009     Spring 2010

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### Program Tuition:

- SHRM & BNHRA Members – \$1,072  
 Non Members – \$1,097

Program cost may be tax-deductible.

### Payment Method:

Check

Credit Card:  Visa     Mastercard     American Express

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV Number (three digit number located on the back of your card) \_\_\_\_\_

Signature \_\_\_\_\_

### Cancellation:

Cancellations received in writing seven days prior to program start date will receive a full refund. Cancellations received less than seven days prior to program start date are subject to a \$100 cancellation fee. Substitutions may be made at any time before the program begins.