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
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