Registration Form

Four Easy Ways to Register

Online: www.execed-odu.com
Phone: 757-683-4247
Fax: 757-683-5443
Mail: (Send registration form with check to:)
    Continuing Education Operations
    116 Rollins Hall
    Old Dominion University
    Norfolk, VA 23529

If registering more than one participant, please duplicate this form.

Legal Name _____

Street Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____

Previous Legal Name _____

E-mail _____ ❏ Male ❏ Female

Birthdate _____

❏ Norfolk	XEDC 1160	201245	90023	$1,350	
❏ Norfolk	XEDC 1160	201245	90024	$1,295	(Multi/SHRM)

Registration for Spring classroom due by January 21, 2013

❏ Online	XEDC 1160	201245	90025	$1,400	
❏ Online	XEDC 1160	201245	90026	$1,345	(Multi/SHRM)

Registration for Spring online due by January 28, 2013

Register me in the program indicated above. (Check one payment method below.)

❏ I have enclosed a check made payable to Old Dominion University

❏ MasterCard   ❏ Visa

Print name as it appears on credit card:

_____

_____
Credit Card Number   Expiration Date

_____
Signature

Security Code _____ Billing Zip Code_____

Old Dominion University is an equal opportunity affirmative action institution.

Confirmation receipt for payment and a parking pass will be mailed to you when the registration has been processed.

Mail to:
Continuing Education Operations
116 Rollins Hall
Old Dominion University
Norfolk, VA 23529

General Questions?

For more information, call 757-683-4603 or e-mail **drwillia@odu.edu**.

Further details can be found on our Web site at **www.execed-odu.com**.

Discounts, Withdrawals and Refund Policies

Companies registering two or more employees at one time and paying with a single check, credit card or purchase order and SHRM members are eligible for a $55 discount. Requests for discounts must be made at the time of registration. No discounts will apply after the registration deadline.

The Executive Development Center honors written requests for withdrawals received not later than seven business days before a course starting date. A $75 processing fee will be charged. Withdrawals less than seven business days before the course begins will pay a $495 fee and a $75 processing fee. There will be no refunds made once the class begins. Attendee substitutions are welcomed and will be made with no fees assessed if requested prior to the first class. The center reserves the right to substitute instructors, change the days and times that programs meet, or cancel program due to insufficient enrollment or unforeseen events.

Parking

All participants must have a parking pass to park on the Norfolk campus. You should receive a parking pass in the mail with your receipt. If you do not, please contact the center at 757-683-4603.

Go to www.odu.edu. Find the A-Z index. Under P go to Parking and Transportation Services. Pull up the campus map for parking and/or directions to Old Dominion University.

Former Students Say:

"Instructors were great…Not a moment wasted…Every topic was interesting!"

"Good class!"

"…outstanding instructors…Their patience, in-depth personal knowledge and ability to help put class members at ease helped so much."

"Enjoyed this class! Facilitators were open to questions and very professional."

"Overall, I think this class and all the materials will be very helpful toward passing the certification exam."

Executive Development Center

Spring 2013

Professional Human Resource Management Program

Norfolk Campus OR Online

In Cooperation With

HR
SOCIETY FOR
HUMAN
RESOURCE
MANAGEMENT

The only Society for Human Resource Management (SHRM) designed program in Hampton Roads. Register today to get access to the most up-to-date content with the SHRM® Learning System.

SHRM® Learning System Classroom Online classes will meet February 11 – May 6, 2013

Norfolk Campus classes will meet Mondays 5:45 p.m. – 9 p.m., February 4 – April 15, 2013.

Check out our website:
www.execed-odu.com
for more information and FAQ.

OLD DOMINION UNIVERSITY
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
IDEA FUSION

Professional Human Resource Management Program

Course Description

The SHRM® Learning System Course is designed to provide you with an overview of key areas in human resource management. Whether you are interested in professional development or pursuing human resource certification, you will find the SHRM® Learning System to be a complete, easy-to-use learning and reference tool. Materials include six modules that correspond to the six functional areas, responsibilities, and associated knowledge as defined by the Human Resource Certification Institute (HRCI). The program is offered in cooperation with the Society for Human Resource Management (SHRM) as study material for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations administered by HRCI.

Besides being a powerful tool to assist you in preparing for the PHR or SPHR certification exams, the SHRM® Learning System Course also provides professional development for you and your HR Department. The course provides a solid foundation for managing the HR challenges you face in today's demanding work environment; it supplies a current reference of HR practices, broadens the perspective of functional specialists, and strengthens individual competencies and productivity.

Module Topics Include:

Strategic Management
- The Role of Human Resources in Organizations
- The Strategic Planning Process
- Scanning the External Environment
- Organizational Structure and Internal HR Partners
- Measuring Human Resources Effectiveness
- Ethical Issues Affecting Human Resources
- Human Resources and the Legislative Environment

Workforce Planning and Employment
- Key Legislation Affecting Employee Rights
- Key Legislation Affecting Privacy and Consumer Protection
- Equal Employment Opportunities/Affirmative Action
- Gender Discrimination and Harassment in the Workplace
- Organizational Staffing Requirements
- Job Analysis and Documentation
- Recruitment
- Flexible Staffing
- Selection
- Employment Practices
- Organizational Exit
- Employee Records Management

Human Resource Development
- Key Legislation
- Human Resource Development and the Organization
- Adult Learning and Motivation
- Assessment of HRD Needs
- HRD Program Design and Development
- HRD Program Implementation
- Evaluating HRD Effectiveness
- Career Development
- Developing Leaders
- Organizational Development Initiatives
- Performance Management

Compensation and Benefits
- Key Legislation
- Total Compensation and the Strategic Focus of the Organization
- Pay Administration
- Compensation Systems
- Introduction to Benefit Programs
- Government-Mandated Benefits
- Voluntary Benefits
- Compensation and Benefit Programs for International Employees
- Evaluating the Total Compensation System and Communicating it to Employees

Employee and Labor Relations
- Key Legislation Affecting Employee and Labor Relations
- Employee Relations and Organizational Culture
- Employee Involvement Strategies
- Positive Employee Relations
- Work Rules in Union and Non-union Environments
- Effective Communication of Laws, Regulations and Organizational Policies
- Discipline and Formal Complaint Resolution
- Union Organizing
- Unfair Labor Practices
- Collective Bargaining
- Strikes and Secondary Boycotts
- Public Sector Labor Relations
- International Employee and Labor Relations

Occupational Health, Safety and Security
- Key Legislation
- Safety
- Health
- Security

Who Should Attend?

The course is specifically designed for managers and staff with experience in human resource management:
- HR professionals pursuing a broad overview of human resource management
- PHR-level professionals seeking to "upgrade" their certification to SPHR
- HR practitioners seeking professional development to enhance or advance their careers
- HR professionals planning to take the PHR or SPHR certification exams
- HR specialists desiring a broader understanding of human resource management

Program Benefits

Only SHRM designed program in Hampton Roads

Periodic updates via the Internet: Living Document – The SHRM® Learning System is a living document. After your purchase of the system, you will be granted access to a SHRM® Learning System Web site designed to provide quarterly updates about any significant changes in legislation or HR policies.

Career advancement: This course is strategic in nature, preparing the HR professional for career advancement opportunities. The course features open, interactive forums and real-world case studies to effectively outfit you with the knowledge you need to remain competitive in the HR field. ODU strongly encourages those individuals registering for this course to have a minimum of two (2) years of HR experience.

Cost-effective learning: Participants minimize travel expenses for professional development.

Practitioner-focused and competency-based: The curriculum is designed by subject matter experts and includes application exercises that develop specific competencies and decision-making skills.

Tuition reimbursement: Many participants will be eligible to apply for employer tuition reimbursement.

Action-oriented curriculum: The course provides opportunities for HR professionals to review all course materials to ensure accurate, real-life applications. In addition, SHRM programs are "living documents" – improvements and revisions are included in each reprint to incorporate the latest changes in HR practices and legislation. The official SHRM® Learning System is developed in partnership with the Holmes Corp., one of the nation's leading instructional design firms.

Recertification credits: Certified HR professionals can earn credits toward PHR/SPHR recertification. Participants earn 36 contact hours (3.6 CEUs).

Upgrade PHR to SPHR: Professionals have the opportunity to test critical thinking skills and apply concepts, which will help them prepare for the SPHR exam.

Certification Information

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

If you have questions regarding the PHR or SPHR exams, please visit **www.hrci.org**, call HRCI at 866-898-HRCI, or e-mail **hrci@hrci.org**.

There is no single course of study that guarantees success on the HRCI examinations, but thousands of individuals have used the SHRM® Learning System to study for the exams. Their record of success is published information. This is not self-reported data. It has unquestioned integrity as the data is reported by the testing organization, HRCI, not by the course publisher. Course content reflects the general body-of-knowledge tested by the Human Resource Certification Institute. This course of study will in no way guarantee or assure success on the HRCI exam. Students must use the most recent edition of the SHRM® Learning System for this course and may not use outdated materials.

About the SHRM® Learning System

SHRM educational products are developed according to the highest quality standards. HR professionals and subject matter experts review all course materials to ensure accurate, real-life applications. In addition, SHRM programs are "living documents" – improvements and revisions are included in each reprint to incorporate the latest changes in HR practices and legislation. The official SHRM® Learning System is developed in partnership with the Holmes Corp., one of the nation's leading instructional design firms.

Over 30,000 HR professionals have purchased the SHRM® Learning System during the last year to expand the HR professional's knowledge, skills and abilities to deal with crucial issues facing the profession. This dedication to excellence allows you to rest assured that when you select this course, it will meet the development needs of your staff as well as the constraints of your schedule and your budget.

The SHRM® Learning System Web-based Program

You will gain additional test-taking experience! It offers a number of features that help to increase performance on the certification exams. These features include pre- and post-tests, module-specific tests, rationale feedback or links to module content, application questions, glossary, e-flashcards, and reporting features. In the classroom and with the web system, participants have the opportunity to improve their test-taking skills with over 1,000 different sample questions!

Fees/Schedule

Classroom registration is $1,350 for non-SHRM members (including the exclusive web-based program) and $1,295 for SHRM members or companies that send two or more employees registering at the same time (including the exclusive web-based program).

Online registration is $1,400 for non SHRM members (including the exclusive web-based program) and $1,345 for SHRM members or companies that send two or more employees registering at the same time (including the exclusive web-based program). Course fills quickly so register today!

Spring 2013–Registration deadline is January 21, 2013

Classes will meet Mondays starting on February 4. Class will meet from 5:45 p.m.– 9 p.m. in 2003 Constant Hall on the Old Dominion University campus.

Materials Included with Registration:

The SHRM® Learning System course registration fee includes six workbooks that are based upon the HRCI test specifications, a campus parking pass and a certificate upon successful completion. Each module includes:
- In-depth readings to expand your knowledge and reinforce what you already know.
- Application exercises that ask you to apply the information to real-world situations.
- Periodic progress checks, with approximately 300 printed questions located throughout the course, to continually reinforce your learning, ensure your retention of the reading materials and provide test-taking practice.
- A glossary of terms to make it easier to review key terms.
- An index to help locate and review specific topics.
- A bibliography for further research on topics of interest.

The Course Also Includes:

Individual post-module testing that allows you to assess your HR knowledge in each functional area.
- A "Guide to Smart Test-Taking" to help improve your test-taking skills.
- Reference charts of important legislation, case law and commonly used acronyms.
- Access to the exclusive SHRM® Learning System Web-based Program.

Registration

To register by phone, please call 757-683-4247. Please be prepared to provide the required MasterCard or Visa information for processing.

To register by fax, please send your completed registration form along with Visa or MasterCard information to 757-683-5443.

To register online please visit our website at **www.execed-odu.com.**

To register by mail, complete the registration form (or a photocopy) and send it with a check, copy of purchase order or credit card information. Make checks payable to Old Dominion University. Please list only one person per registration form and allow two weeks to process mail-in registrations.