

## Benefits of Attending

**Career opportunities:** This course is strategic in nature, preparing HR professionals for career transition-ing and advancement opportunities. The course features open, interactive forums and real-world application exercises to effectively reinforce the key concepts of each session.

*“The certification prep class was instrumental in preparing me for the Professional in Human Resources certification exam. The Human Resources Certification Institute study materials and the support of the Society for Human Resource Management instructors were key components to my success on the exam.”*

**Lisa K. Bachar, PHR**  
Human Resource Coordinator  
Hiscock and Barclay, LLP

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

*“I could not have passed the exam without this course. It was extremely valuable to have someone there to immediately answer questions and to clarify the material, especially since there was so much to cover.”*

**Marion A. Jordan, PHR**  
Director of Human Resources  
Omega QSE Inc.

**Action-oriented curriculum:** The course provides opportunities for HR professionals to network, share real-world experiences and apply what they have learned to the workplace.

## Le Moyne College

and the Central New York Chapter of the Society for Human Resource Management (SHRM) are pleased to offer a 13-week professional development program using the study materials from the SHRM Learning System.

This program, offered during the fall and spring each year, prepares participants for the Human Resource Certification Institute (HRCI) national examination for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) accreditation.

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 ensure success on the HRCI exam. Participants are responsible for verifying their eligibility for certification with HRCI. Students must use the most recent edition of the SHRM Learning System for this course.

The not-for-college-credit program is also designed for those seeking continuous professional development and a broad overview of the human resources field. Upon successful completion of the program, participants receive recognition from Le Moyne College and SHRM National.

## Who should attend?

- human resource practitioners and consultants
- employee benefits directors
- labor relations managers
- placement and recruitment specialists
- training professionals
- senior managers new to the human resource field
- professionals desiring an intense review course in preparation for the HRCI exam

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1419 Salt Springs Road  
Syracuse, NY 13214

**The Mission of Le Moyne College** Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.

**Nondiscrimination Statement** Le Moyne College is an Affirmative Action/Equal Opportunity Employer, and does not discriminate on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin. For more information visit [www.lemoyne.edu](http://www.lemoyne.edu).



## Human Resource Management Program

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## PREPARATION COURSE FOR PHR/SPHR CERTIFICATION EXAMS

Sponsored by the Central New York Chapter of SHRM  
and Le Moyne College's Center for Continuing Education

February 6 – April 30, 2012

Center for  
CONTINUING EDUCATION

The Center for Continuing Education  
offers lifelong learning through credit  
courses, programs, and workshops for  
professional and personal development.

IN PARTNERSHIP WITH

SHRM<sup>TM</sup>

SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## Program Content

### 1 Module One: Business Management and Strategy

Includes...

- strategic role of HR in organizations
- HR business management skills
- strategic planning process
- evaluating the internal/external environment
- HR and the legislative and regulatory environment

### 2 Module Two: Workforce Planning and Employment

Covers...

- employee rights, privacy and consumer protection legislation
- organizational staffing requirements
- job analysis and documentation
- recruitment, flexible staffing, selection and retention

### 3 Module Three: Human Resource Development

Examines...

- organizational development initiatives
- adult learning and motivation; training and development
- talent and performance management

### 4 Module Four: Compensation and Benefits

Includes...

- compensation structure and systems
- benefit programs (government mandated, deferred compensation plans, health care and other non-statutory benefits)
- compensation and benefits legislation
- evaluating compensation and benefits programs

### 5 Module Five: Employee and Labor Relations

Covers...

- employee and labor relations legislation
- union organizing and collective bargaining
- unfair labor practices
- discipline and complaint resolution

### 6 Module Six: Risk Management

Examines...

- organizational risk
- workplace safety, health, security and privacy
- risk management legislation

For answers to frequently asked questions regarding program content or PHR/SPHR certification qualifications, log on to:

[www.cnyshrm.org](http://www.cnyshrm.org)

select: careers/  
professional certification

Human Resource Certification Institute

[www.hrci.org](http://www.hrci.org)  
866-898-4724

#### For registration information:

315-445-4141

315-445-6027 (fax)

[ceinfo@lemoyne.edu](mailto:ceinfo@lemoyne.edu)

[www.lemoyne.edu/continuing\\_ed](http://www.lemoyne.edu/continuing_ed)

*"My background in human resources is primarily administrative and clerical, so most of what I learned through the preparation for the exam was new. The instructors were critical to my success in passing the exam just five days after our last class. They were well prepared, made the material easy to understand, and were sincerely interested in my success. I could not have done it without this course. I highly recommend investing in yourself by participating in the Le Moyne certification prep class."*

Maureen Cirillo, PHR

Human Resources Specialist  
Stickley Furniture

## Instructors

**Mary Anne Ciccarelli, SPHR**, Director of Human Resources, Syracuse Model Neighborhood

**Nick Romano, SPHR**, Senior Director of Human Resources, Par Technology Corp.

**Christine List, SPHR**, Human Resource Specialist, Rock Tenn, Solvay Mill

## CNY SHRM Certification Administrator

**Bonnie J. Sick, PHR**, Human Resource Business Partner, Raymond Parts Distribution

## Schedule/Location

Mondays, 5:30 - 8:30 p.m. Feb. 6 – April 30, 2012

Le Moyne College, Reilly Hall, Room 339

## Cost/Registration Information

\$960 for SHRM members

\$1,030 for nonmembers

- **The registration and payment deadline is Jan. 27, 2012.** The class is limited to 30 participants and is based on the date of registration receipt.
- **A confirmation letter and map** will be mailed to you upon receipt of your registration. The fee includes all course materials: books, CD-ROM, Internet learning materials and Internet update access.
- The cost of the PHR/SPHR exam is not included.
- To receive a refund, cancellations must be received in writing by Feb. 7, 2012.

## Professional Certification Award

**CNY SHRM is offering a \$960 Professional Certification Award** designed to encourage professional certification by recognizing an individual who exemplifies the qualities and values of a human resources professional and awarding him or her with a scholarship toward certification. The award is in support of the certification exam fees and the costs to study for the exam via any one of the following methods: SHRM National Learning System, the formal certification prep course offered at Le Moyne College, self study and/or group study.

**The deadline to submit your application is Jan. 23, 2012.** For information and an application, visit our Web site at [www.cnyshrm.org](http://www.cnyshrm.org).

## Human Resource Management Program Application

Name \_\_\_\_\_

Home mailing address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Phone number (home) \_\_\_\_\_

(work) \_\_\_\_\_

Place of employment \_\_\_\_\_

Position/Job title \_\_\_\_\_

Fax number \_\_\_\_\_

Email \_\_\_\_\_

SHRM member # \_\_\_\_\_ (# required if paying member rate)

### Registration

**Mail Registration** with check to:

Center for Continuing Education

Le Moyne College

1419 Salt Springs Road

Syracuse, NY 13214-1301

Check enclosed for \$ \_\_\_\_\_

Payable to: **Le Moyne College**

Check # \_\_\_\_\_

Bank \_\_\_\_\_

Cut here and return to address listed

**Full payment must accompany registration no later than Jan. 27, 2012.**