# SHRM Essentials® of Human Resources

| **Intended Audience** | Early-Career (0-3 years HR experience) | **Delivery Options** | • 2-Day In-Person (Onsite or Seminar)<br>• 5-Week Virtual |
|---|---|---|---|
| **HR Competency** | HR Expertise (HR Knowledge) | **Recertification*** | SHRM: 15 PDCs |

## Program Overview

Whether you are a new HR professional or perform HR responsibilities in a non-HR role, this is the ideal program for you! In this practical, interactive course, you will acquire transferable skills and knowledge to better equip you to lead with purpose, maximize talent, champion culture, optimize intelligence, accelerate performance and understand and comply with U.S. employment laws. You will learn from seasoned HR professionals and others, who will help you gain essential knowledge about HR roles and tasks and provide you with critical insights.

## Program Goals

Throughout this course, you will develop the following HR critical competencies:

- Identify areas where and how HR should be a strategic partner to your organization.
- Build your knowledge of HR practices, behaviors and activities.
- Apply newly learned HR knowledge to practical activities, similar to those required 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 world of HR and how you can drive 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

- o Gaining engagement feedback
- o Addressing mental health
- o Coaching and feedback
- o Talent development
- o Performance management
- o Total rewards
- Topic 3: Champions Culture
    - o Workplace culture
    - o Culture-building process
    - o Different forms of diversity
    - o Achieving cognitive diversity
    - o Benefits of cognitive diversity
    - o Unconscious and conscious bias
    - o Belonging initiatives
    - o Benefits of an inclusive culture
    - o HR's role in conflict
    - o Strong conflict management cultures
    - o Types of conflict
    - o Methods for managing conflict
    - o Corporate social responsibility
    - o Compliance culture
- Topic 4: Optimizes Intelligence
    - o Technology types
    - o Digital transformation framework
    - o People analytics project framework
- Topic 5: Accelerates Performance
    - o Strategic planning process
    - o Impacts to organizational strategy
    - o Levels of strategy
    - o Common metrics
    - o Talent acquisition components
    - o Employment brand
    - o Workforce planning
    - o Candidate experience
    - o Hiring
    - o DE&I in talent acquisition
    - o Engaging your workforce
    - o 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