SHRM Certified Professional (SHRM-CP®)/
SHRM Senior Certified Professional (SHRM-SCP®)
Certification Preparation

Intended Audience	Mid-Level Senior-Level	**Delivery Options**	• 3-Day In-Person/Virtual • 7-Week Virtual • 9-Week Virtual • 14-Week Virtual (Corporate Groups Only)

HR Competencies	• Leadership & Navigation
	• Ethical Practice
	• Diversity, Equity & Inclusion
	• Business Acumen
	• Consultation
	• Analytical Aptitude
	• Relationship Management
	• Global Mindset
	• Communication
	• HR Expertise (HR Knowledge)
		Recertification*	• In-Person
			    SHRM: 36 PDCs
			• 7-Week Virtual
			    SHRM: 36 PDCs
			• 9-Week Virtual
			    SHRM: 36 PDCs
			• 14-Week Virtual
			    SHRM: 36 PDCs

Program Overview

This comprehensive program, led by a SHRM-certified HR practitioner, will help prepare you to earn your SHRM-CP or SHRM-SCP certification. You will experience a detailed review of the current SHRM Body of Applied Skills & Knowledge™ (SHRM BASK™). During your learning experience, your expert facilitator will build upon the foundation you've already established through your studies, guiding you through interactive discussions, sample test questions and periodic progress checks. You will be able to identify your areas of strength and build on them, and pinpoint areas where you need further concentrated study in preparation for either exam. Your dynamic classroom experience, along with your in-depth study of the SHRM Learning System, will help ensure that you're well-prepared and confident on exam day.

Program Benefits & Features

- Led by highly experienced and engaging SHRM-certified instructors
- Classroom environment provides networking opportunities
- Outside-the-classroom assignments help reinforce seminar sessions
- Sample test questions and periodic process checks keep you confident in your breadth of knowledge
- The virtual seminar delivery option allows real-time Q&As and chats between virtual seminar participants, providing a dynamic virtual classroom experience

*Visit shrm.org/educationalprograms for the most up-to-date recertification credit

- o All virtual classes are recorded in their entirety for viewing at your convenience.
- One virtual group coaching session led by a SHRM-certified instructor to help guide exam preparations

Program Outline

This program includes the following:
- Introduction
  - o The SHRM Body of Applied Skills & Knowledge™ (SHRM BASK™)
  - o The SHRM-CP and SHRM-SCP Certifications
  - o The SHRM Learning System® for SHRM-CP/SHRM-SCP
- HR Competencies
  - o Behavioral Competencies
    - Leadership and Navigation
    - Ethical Practice
    - Diversity, Equity & Inclusion
    - Relationship Management
    - Communication
    - Global Mindset
    - Business Acumen
    - Consultation
    - Analytical Aptitude
- Domain 1: People
  - o Functional Area #1: HR Strategy
  - o Functional Area #2: Talent Acquisition
  - o Functional Area #3: Employee Engagement and Retention
  - o Functional Area #4: Learning and Development
  - o Functional Area #5: Total Rewards
- Domain 2: Organization
  - o Functional Area #6: Structure of the HR Function
  - o Functional Area #7: Organizational Effectiveness and Development
  - o Functional Area #8: Workforce Management
  - o Functional Area #9: Employee and Labor Relations
  - o Functional Area #10: Technology Management
- Domain 3: Workplace
  - o Functional Area #11: Managing a Global Workforce
  - o Functional Area #12: Risk Management
  - o Functional Area #13: Corporate Social Responsibly
  - o Functional Area #14: U.S. Employment Law and Regulations
- Coaching Session/Review/Discussion