**Professional Development-PHR/SPHR Study Group** *sponsored by the* Prescott Area Human Resources Organization

* **Study Group Objectives** 
  + To survey the body of knowledge of the Human Resource profession as defined by the Human Resource Certification Institute (HRCI)
  + To assist in preparation for/passing the SPHR / PHR examination (primarily focused on the PHR) ***Exam Eligibility Requirements:***
    - PHR: Masters + 1 yr; Bachelors + 2 yr; High School + 4 yrs
    - SPHR: Masters + 4 yrs; Bachelors + 5 yrs; High School + 7 yrs
* **Meeting Location:** Embry Riddle Aeronautical University
* **Meeting Time:** 5:30 p.m. – 7:30 p.m.
* **Meeting Materials:** 
  + Facilitators will prepare using the Mathis Jackson, Human Resource Management (13th Ed.) text, the 2012 Official PHR and SPHR Certification Guide, and other material as determined by the facilitator
  + You may choose to purchase the material outlined above or augment this curriculum with any other study materials you may choose to purchase or find! Test takers should review additional materials, websites, white papers and readings, in order to accomplish the task set forth in each knowledge area at the HRCI website. I encourage you to find/share study materials with the other members of the study group!
* **Cost:** No charge to PAHRA members, $50 for non-members
* **Class Dates, Topics, Facilitators:** See next page

**Scholarship opportunities may be available to PAHRA members who are planning to sit for the exam in the fall. Funds may be requested to cover costs associated with study material purchase or exam application fees.**

To sign-up for the study group or for additional information, including process for scholarship requests, please contact:

Cheryl Moreno, SPHR

PAHRA HRCI Coordinator

928-830-8149

[cherylmoreno@msn.com](mailto:cherylmoreno@msn.com)

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| **PHR/SPHR Applications accepted July 15 – October 4**  **$400 PHR, $525 SPHR ($350/$475 SHRM Members)** | | | |
| **Class Date** | **SHRM Module** | **Session/Topic** | **SPHR-certified volunteers** |
| Wednesday October 9, 2013 | **Module One** Business Management and Strategy  PHR 11%, SPHR 30% **Module Six:**  Risk Management  PHR 8%, SPHR 7% | **Chapter 1:** HRM in Organizations  **Chapter 2:**  Strategic HRM & Planning  **Chapter 14**: Risk Mgt & Worker Protection | Wendy Ross, Yavapai County Government |
| Wednesday  October 16, 2013 | **Module Four**: Compensation and Benefits PHR 19%,  SPHR 13% | **Chapter 11:** Total Rewards & Compensation  **Chapter 12:** Incentive Plans and Executive Compensation  **Chapter 13:** Managing Employee Benefits | Jacque Holladay, Lifeline Ambulance |
| Wednesday  October 23, 2013 | **Module Five**: Employee and Labor Relations  PHR 20%, SPHR 14% | **Chapter 3:** Equal Employment Opportunity  **Chapter 15:** Employee Rights and Responsibilities  **Chapter 16:** Union/Management Relationship | Laura Hamblin |
| Wednesday  October 30, 2013 | **Module Three:** Human Resources Development PHR 18%, SPHR 19% | **Chapter 8:** Training Human Resources  **Chapter 9:** Talent Management  **Chapter 10:** Performance Management and Appraisal | Cheryl Moreno |
| Wednesday November 6, 2013 | **Module Two:** Workforce Planning & Employment PHR 24%, SPHR 17% | **Chapter 4:** Workers, Jobs, and Job Analysis  **Chapter 5:** Human Resource Planning and Retention | Larry McGuire |
| Wednesday November 13, 2013 | Module Two, Con’t | **Chapter 6:** Recruiting and Labor Markets:  **Chapter 7:** Selecting Human Resources | Jolaine Jackson, On the Spot Resources |
| Wednesday November 20, 2013 | Cover Material as Required |  | Shellie Erwin, PHR, YRMC |
| **PHR & SPHR National Examinations December 1 – January 31**  **175 Multiple choice questions, 3 hours available for testing** | | | |

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