



Professional Development
Human Resources Study Group
sponsored by the Prescott Area Human Resources Association

- **Study Group Objectives**

- To survey the body of knowledge of the Human Resource profession as defined by the Human Resource Certification Institute (HRCI)
- To network with other local Human Resources Professionals
- 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:** Offices of NACOG (Northern Arizona Council of Governments), 221 N. Marina Street, Prescott

- **Meeting Time:** 5:30 p.m. – 7:30 p.m.

- **Meeting Materials:**

- Facilitators will prepare with the Mathis Jackson, Human Resource Management (13th Ed.) text, 2013 Official PHR & SPHR Certification Guide, SHRM Learning System, & 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. You can share specifics of your favorite 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:

Wendy Ross, SPHR

PAHRA HRCI Coordinator

(928) 442-5234 or wendy.ross@yavapai.us

PHR/SPHR Winter Applications accepted June 23 – October 17

\$400 PHR, \$525 SPHR (\$350/\$475 SHRM Members)

Class Date	SHRM Module	Session/Topic – Chapter Titles Mathis Jackson Textbook	PHR/SPHR-certified volunteers
Tuesday October 7, 2014	<u>Module One</u> Business Management and Strategy PHR 11%, SPHR 30% <u>Module Six:</u> 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
Tuesday October 14, 2014	<u>Module Four:</u> Compensation and Benefits PHR 19%, SPHR 13%	Chapter 11: Total Rewards & Compensation Chapter 12: Incentive Plans and Executive Compensation Chapter 13: Managing Employee Benefits	Brian DeVries, YRMC
Tuesday October 21, 2014	<u>Module Five:</u> 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, YRMC
Tuesday October 28, 2014	<u>Module Three:</u> Human Resources Development PHR 18%, SPHR 19%	Chapter 8: Training Human Resources Chapter 9: Talent Management Chapter 10: Performance Management and Appraisal	Cheryl Moreno
Tuesday November 4, 2014	<u>Module Two:</u> Workforce Planning & Employment PHR 24%, SPHR 17%	Chapter 4: Workers, Jobs, and Job Analysis Chapter 5: Human Resource Planning and Retention	Debra Packard, Forest Service, Prescott National Forest
Tues, Nov 11, 2014	VETERAN'S DAY	NO SESSION	
Tuesday November 18, 2014	Module Two, Con't	Chapter 6: Recruiting and Labor Markets: Chapter 7: Selecting Human Resources	Branden Nunez, Life Line Ambulance

PHR & SPHR Winter Examinations December 1 – January 31