

WORKFORCE DEVELOPMENT

A PROGRAM OF KILGORE COLLEGE

IN PARTNERSHIP WITH



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

SPRING 2012 COURSES

HR Professional Certificates



Emphasis—you

Today's Human Resource professionals must be leaders, decision makers and human-relations specialists in their organizations. Are your knowledge and skills keeping pace with the demands of your role?

For more information please call (903) 983-8288 or e-mail bjbrown@kilgore.edu or fax (903) 988-7506.

THE SHRM ADVANTAGE

SHRM Learning System® Certificate

WHO SHOULD ATTEND?

The course is designed for managers and staff with experience in general management or human resource management.

- HR professionals planning to take the PHR or SPHR certification exam
- PHR professionals seeking to “up grade” their certification to SPHR
- Certified HR professionals needing credits for PHR/SPHR recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing to obtain recertification credits

BE EXTRAORDINARY. BECOME HR CERTIFIED. PREPARE FOR THE EXAM WITH THE SHRM LEARNING SYSTEM® COURSE

Create your own competitive edge. An uncertain job market requires HR professionals to set themselves apart.

Certification as a PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) gives you added value.

Reviewing for either exam takes considerable time and effort. Kilgore College can help. The Kilgore College Workforce Development Department, in partnership with the Society of Human Resource Management (SHRM), offers the SHRM Learning System® course taught by a seasoned instructor in a classroom environment.

The extensive review of HR topics will help you prepare to take the PHR or SPHR exams during the next test window, **May 1-June 30, 2012**. To sit for the exams candidates must be working, or have working experience, in the HR field. Eligibility requirements are listed in this brochure.

Invest in yourself. Enroll in the Kilgore College SHRM Learning System® course this spring to prepare for the PHR and SPHR exams. In addition, you will earn 3.6 continuing education units (CEUs) for completing the course.

CONVENIENT SCHEDULE FOR BUSY PROFESSIONALS

Meets for 12 Thursday evenings from **6:30 - 9:30 p.m.** (36 instructional hours) in Kilgore starting **February 2 and concluding April 26**.

IT'S EASY TO REGISTER Registration deadlines are in January for the Spring sessions. For more information, contact Brenda

SHRM Essentials® of HR Management Certificate

IMPROVE YOUR HR KNOWLEDGE AND EFFECTIVENESS

If you're new to human resources or simply want to strengthen your employee management skills, the SHRM Essentials® of HR Management Certificate is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career. This program is designed for junior-level human resource practitioners and those who want to know more about careers in HR. Others involved with hiring or managing employees also benefit from the course.

Offered in cooperation with the Society for Human Resource Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process and much more.

You'll benefit from the shared experiences of your instructor and peers, learning techniques for handling HR challenges. In addition, you'll receive a certificate of completion from Kilgore College and have the opportunity to earn 1.8 continuing education units (CEUs) for your participation.

CONVENIENT SCHEDULES FOR BUSY PROFESSIONAL

Spring and Summer classes each meet in Kilgore for six evenings from **6:30 to 9:30 p.m.** (18 instructional hours). Spring 2012 meets on Tuesdays, February 14 through March 27. Summer 2012 meets on Thursdays, June 7 through July 12.

COURSE FEE

A course fee of **\$475** includes the SHRM training materials and 18 hours of classroom instruction. To allow time to order your course materials, please register by: **January 31 for Spring; May 31 for Summer**. The Refund/Cancellation policy can be viewed at: www.kilgore.edu/continuingedu.asp

THE RESULTS

These are typical job titles of students who have completed this program:

- HR specialist administrative assistant
- HR generalist
- Recruiter
- HR administrator
- Staffing specialist
- Manager
- Trainer
- Executive assistant
- Office manager
- Small business owner
- Admissions counselor

REGISTER NOW.

CLASSES FILL QUICKLY AND SPACE IS LIMITED.

Isn't it time to enhance your HR career? This valuable certificate will set you apart from other HR professionals and open the door to new career opportunities.

REGISTER NOW
for a SHRM Certificate course



SHRM is the world's largest association that is devoted to human resource management. SHRM has created the most complete certification-preparation system available, which helps learners consistently outscore the national exam pass rates.

COURSE FEE

A course fee of **\$995** includes the SHRM Learning System® manuals, access to the on-line Resource Center instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by **January 23**.

The Refund/Cancellation policy can be viewed at:
www.kilgore.edu/continuingedu.asp.

HRCI CERTIFICATION EXAM INFORMATION

The next test window is **May 1-June 30, 2012**. Please note eligibility requirements to the right.

If you have any further questions regarding the PHR or SPHR exams, please visit www.hrci.org, call **800-283-7476**, option #4, or send an e-mail to hrci@shrm.org. (Kilgore College course fees are separate from exam fees.)

While there is no single course of study that guarantees success on the HRCI exams, the SHRM Learning System® has effectively helped thousands of individuals prepare for certification.

REGISTER NOW. CLASSES FILL QUICKLY AND SPACE IS LIMITED.

Isn't it time you prepare for the PHR or SPHR certification exam? These valuable credentials will set you apart from other HR professionals and open the door to new career opportunities.

ELIGIBILITY REQUIREMENTS FOR PHR & SPHR CERTIFICATION

To sit for the exam, candidates must have the following combination of working experience in HR as an exempt employee as well as the educational qualifications:

PHR

- 1 year with a master's degree or higher
- 2 years with a bachelor's degree
- 4 years with less than a bachelor's degree

SPHR

- 4 years with a master's degree or higher
- 5 years with a bachelor's degree
- 7 years with less than a bachelor's degree

own at (903) 983-8288 or e-mail bjbrown@kilgore.edu

This **SHRM Essentials® of HR Management** course provides a general study of human resource management. The course provides important knowledge and skills you can use immediately in your day-to-day job:

- Essentials of Human Resource Management- Gain a clear understanding of the HR function
- Employment Law in Your Workplace- Enhance your ability to apply key HR legislation
- Effective Recruitment and Selection Techniques- Gain important skills for selecting employees
- Basics of Compensation and Benefits- Learn the key elements of a total compensation system
- Employee Development- Gain an understanding of orientation, development and training
- Performance Management- Discover the purpose and process for performance appraisals

BENEFITS FOR EMPLOYERS

HR knowledge is critical to overall business success. This program can:

- Reduce an employer's risk of potential high-cost litigation.
- Promote a consistent understanding of the HR function to non-HR management.
- Offer professional development for divisional or departmental supervisors to ensure HR compliance.
- Develop a common dictionary of HR terms for the entire organization.
- Enhance the importance of the HR function.





**KILGORE
COLLEGE**

EMPHASIS EXCELLENCE ★ 1935

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Kilgore, TX 75662-3204

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PLEASE JOIN US

FOR A *FREE* INFORMATION SESSION

Tuesday, January 17, 6:30 p.m.

Bert E. Woodruff Adult Education Center
Kilgore, Texas

In this free no-obligation session, you will learn about both the SHRM Learning System® and the SHRM Essentials® of HR Management courses.

- Meet the instructors
- Review the materials
- Discuss **SHRM** certification and exams
- Get questions answered

The info session is *free*, but we do ask you to reserve your place. Seating is limited. **To register for this session, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu**

