Please Join Us!

FOR A **FREE** INFORMATION SESSION ON

**JANUARY 16, 2020**

6:00 P.M. • Bert E. Woodruff Adult Education Center • Kilgore, Texas

In the free no-obligation session, you will learn about both the SHRM Learning System® and the SHRM Essentials® of Human Resources courses. You will also have the opportunity to meet the instructors, review the materials, discuss SHRM certification and exams and get answers to any questions you may have. The info sessions are free, but we do ask you to reserve your place. Seating is limited. To register please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

**JUST SCAN THIS CODE**

to discover additional programs that Kilgore College Workforce Development-Continuing Education has to help your business succeed!

**IN PARTNERSHIP WITH**

**SHRM**

Society for Human Resource Management

**SPRING 2020 COURSES**

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 call (903) 983-8288 or e-mail bjbrown@kilgore.edu or fax (903) 988-7506.
THE SHRM ADVANTAGE

The Society for Human Resource Management (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.

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 SHRM-CP or SHRM-SCP certification exam
• SHRM-CP professionals seeking to upgrade their certification to SHMR-SCP
• Certified HR professionals needing credits for SHRM-CP/ SHRM-SCP maintenance
• 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

BECOME HR CERTIFIED

Be extraordinary. 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. Experienced managers who are new to the HR field or mid-level managers pursuing a career change or promotion will benefit.

Certification as a SHRM-CP or SHRM-SCP gives you added value. Kilgore College can help. Kilgore College Workforce Development - Continuing Education Department, in partnership with the Society of Human Resource Management (SHRM), offers the 2019 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 SHRM-CP and SHRM-SCP exams. To aid in the exams, candidates must be working, or have working experience in the HR field. Eligibility requirements are listed in this brochure.

Candidates who pass the exam will receive certification from SHRM. Kilgore College offers the course for your convenience. The course is offered in two sessions that meet 12 times (36 instructional hours).

REGISTRATION DEADLINES

Feb. 6 for Feb. Essentials class
Feb. 10 for Feb. 20 class
Apr. 9 for April Essentials class

To register, please contact Brenda Brown at (903) 983-8288 or e-mail bbrown@kilgore.edu

SHRM CERTIFICATION EXAM INFORMATION

The test windows are May 1, 2020 to July 15, 2020 and Dec. 1 to Feb. 15, 2021. Please note eligibility requirements below.

For information on the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP), please go to shmrcertification.org, e-mail shmrcertification@shrm.org or call 1-800-283-7476, option 3 or 1-703-548-3440, option 3.

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.

REGISTRATION NOW

A course fee of $995 includes the SHRM Learning System manuals, access to the Online Resource Center, instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by the deadlines. The Refund/Cancellation Policy can be viewed at: www.kilgore.edu/cert.

SHRM CERTIFICATION EXAM INFORMATION

The test windows are May 1, 2020 to July 15, 2020 and Dec. 1 to Feb. 15, 2021. Please note eligibility requirements below.

For information on the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP), please go to shmrcertification.org, e-mail shmrcertification@shrm.org or call 1-800-283-7476, option 3 or 1-703-548-3440, option 3.

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.

REGISTRATION NOW

A course fee of $995 includes the SHRM Learning System manuals, access to the Online Resource Center, instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by the deadlines. The Refund/Cancellation Policy can be viewed at: www.kilgore.edu/cert.

CONVENIENT SCHEDULE FOR BUSY PROFESSIONALS

Choose from two convenient sessions that meet 12 times (36 instructional hours).

Thursdays from Feb. 20-May 14, 2020

COURSE FEE

A course fee of $995 includes the SHRM Learning System manuals, access to the Online Resource Center, instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by the deadlines. The Refund/Cancellation Policy can be viewed at: www.kilgore.edu/cert.

Shrmessentials® of Human Resources

SHRM Essentials® of Human Resources

IMPROVE YOUR HR KNOWLEDGE & EFFECTIVENESS

If you're new to human resources or simply want to strengthen your employee management skills, the SHRM Essentials® of Human Resources 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.

Ooffered 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.

REGISTRATION NOW

A course fee of $475 includes the SHRM training materials and 18 hours of classroom instruction. To allow time to order your class materials, please register by the deadlines. The Refund/Cancellation Policy can be viewed at: www.kilgore.edu/cert.

SHRM Essentials® of Human Resources

REGISTRATION NOW

A course fee of $475 includes the SHRM training materials and 18 hours of classroom instruction. To allow time to order your class materials, please register by the deadlines. The Refund/Cancellation Policy can be viewed at: www.kilgore.edu/cert.

WHEN TO ENROLL?

These are typical job titles of students who have completed this program:
• Manager
• Small Business Owner
• Executive Assistant
• Trainer
• Office Manager
• Admissions Counselor
• Recruiter
• HR Specialist
• Administrative Assistant
• HR Generalist
• HR Administrator
• Staffing Specialist

To register, please contact Brenda Brown at (903) 983-8288 or e-mail bbrown@kilgore.edu

REGISTRATION DEADLINES

Feb. 6 for Feb. Essentials class
Feb. 10 for Feb. 20 class
Apr. 9 for April Essentials class

BENEFITS FOR EMPLOYERS

SHRM 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.

WHY 7 GOOD REASONS WHY YOU SHOULD CHOOSE AN INSTRUCTOR-LED COURSE

1. Understand and apply the material tested on the SHRM-CP or SHRM-SCP exam.
2. Expand and update your HR knowledge for professional advancement.
3. Learn from an experienced and certified instructor.
4. Grow your professional network.
5. Discuss topics with peers from diverse backgrounds.
6. Take advantage of your employer’s tuition reimbursement program.
7. Keep on track and motivated to complete your HR studies.