SHRM Essentials of Human Resources Management:
Course Outline and Learning Objectives

Module 1: Human Resource Management

- Define human resource management
- Explain the roles and responsibilities of human resource professionals
- Explain and strengthen the alignment between strategic planning and HR planning

Module 2: Employment Law

- Explain the key provisions of legislation that affects HR activities, including:
  - Title VII, Civil Rights Act of 1964 (and amendments)
  - Age Discrimination in Employment Act
  - Americans with Disabilities Act
  - Civil Rights Act of 1991
  - Fair Labor Standards Act
  - Equal Pay Act
  - Immigration Reform and Control Act
  - Family and Medical Leave Act
  - Drug-Free Workplace Act
  - Uniformed Services Employment and Reemployment Rights Act
  - Occupational Safety and Health Act
- Explain the role of the EEOC
- Describe the purpose of affirmative action

Module 3: Recruitment and Selection

- Evaluate recruiting methods and their effectiveness
- Analyze and evaluate job applicants
- Recognize biases in the interview process and how to eliminate them
- Explain the selection process and identify key selection tools

Module 4: Compensation and Benefits

- Explain the basic elements of a total compensation system
- Understand the role of base pay, incentives, and differentials in employee compensation
- Explain the four key steps of the compensation system design process
- Provide an overview of benefits commonly offered by employers
Module 5: Employee Development

- Explain what training is
- Understand the importance of learning styles and adult learning principles in developing training
- Explain the purposes of orientation, onboarding, development, and training
- Identify on-the-job and off-the-job training strategies
- Identify key professional development tools
- Explain the four levels of evaluation

Module 6: Performance Management

- Describe the performance evaluation process and systems
- Identify common evaluation errors
- Conduct effective disciplinary meetings
- Identify legal issues to consider during employee terminations