The most up-to-date learning modules

The SHRM Learning System for PHR/SPHR Certification Preparation includes six modules covering the entire HR Certification Institute body of knowledge so you’ll learn everything you need for the PHR or SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute’s body of knowledge.

1. **Business Management and Strategy**
   - Strategic role of HR in organizations
   - HR business management skills
   - Strategic planning process
   - Evaluating the internal/external environment
   - HR and the legislative and regulatory environment

2. **Workforce Planning and Employment**
   - Employee rights, privacy, and consumer protection legislation
   - Organizational staffing requirements
   - Job analysis and documentation
   - Recruitment, flexible staffing, selection, and retention

3. **Human Resource Development**
   - Organizational development initiatives
   - Adult learning and motivation
   - Training and development
   - Talent and performance management

4. **Compensation and Benefits**
   - Compensation structure and systems
   - Benefit programs (government-mandated benefits; deferred compensation plans, health care, and other nonstatutory benefits)
   - Compensation and benefits legislation
   - Evaluating compensation and benefits programs

5. **Employee and Labor Relations**
   - Employee and labor relations legislation
   - Union organizing and collective bargaining
   - Unfair labor practices
   - Discipline and complaint resolution

6. **Risk Management**
   - Organizational risk
   - Workplace safety, health, security, and privacy
   - Risk management legislation