

HR CERTIFICATION PROGRAM



WHY DO I NEED HR GLOBAL CERTIFICATIONS?

Professional certifications are often highly recognizable and provide a great deal of credibility to the individual bearing the designation. Earning your global HR certification is like having a key to the vast world of opportunities in the HR profession. In today's hyper-competitive business world, there are numerous reasons why a global HR certification matters, some of which are:

- Help you earn credibility and respect in the HR industry.
- Prove your willingness to invest in your own development.
- Demonstrate your commitment to your profession.
- Build your confidence, capabilities and competency levels in the knowledge of the HR profession.
- Give you global relevance and make the world an even playing field.

HR certifications will prepare and equip you for the new phase in the HR industry currently undergoing tremendous change- moving from a job function that has been mostly transactional and disconnected from core business issues to a vital function that is essential for helping organizations transform business goals and key objectives.

Global volatility, ethical scrutiny, corporate sustainability, emerging web-based technologies and the need for organizations to measure and access the value of human capital activities are just some of the new business challenges.

Today's human resources management practitioners must be global business partners as well as HR innovators, develop human capital management strategies, including the use of databases, statistical models and analytical skills that help drive key business objectives embrace diversity and inclusion management as a tool for innovation and continuous improvement.

All competencies of which can only be built by studying standard HR practices and identifying with a globally recognized HR body which imparts the strategic and functional practices of the global HR practitioner.

aPHRi

Associate Professional in Human Resources Int'l

Exam Topics



- 33% HR Operations
- 22% Recruitment & Selection
- 15% Employee Relations
- 15% Compensation & Benefits
- 10% Human Resource Dev. & Retention
- 05% Health, Safety & Security

It is designed for HR aspirants who are new to HR and want to distinguish themselves, want to gain the confidence to launch into the HR profession and propel their career growth have a degree with no experience in HR

MODULE 1:

HR OPERATIONS 33%

- HR administration
- Employee data management and reporting
- Organizational strategy

MODULE 2:

RECRUITMENT AND SELECTION 22%

- Recruitment laws, Recruitment sources and methods
- Interviewing techniques
- Orientation and onboarding

MODULE 3:

EMPLOYEE RELATIONS 15%

- Employee and employer rights and responsibilities
- Employee relations
- Workplace Behavior

MODULE 4:

COMPENSATION AND BENEFITS 15%

- Total rewards
- Benefit programs

MODULE 5:

HUMAN RESOURCE DEVELOPMENT AND RETENTION 10%

- Training delivery & evaluation
- Career development practices
- Performance appraisal systems

MODULE 6:

HEALTH, SAFETY AND SECURITY 05%

- Workplace health & safety
- Workplace security
- Risk management

PHRI

Professional in Human Resources Int'l

Exam Topics



- 19% Talent Acquisition
- 19% HR Administration & Shared Services
- 19% Talent Management & Development
- 17% Compensation, Benefits & Work Experience
- 16% Employee Relations and Risk Management
- 10% HR Information Management

It is designed for HR professionals in early to mid-level HR professionals who are involved in technical and operational day-to-day HR activities, who hold a job that focuses on HR department responsibilities rather than on the whole organization.

MODULE 1:

TALENT ACQUISITION 19%

- Job Analysis and Design
- Workforce Planning
- Workforce Recruiting and Selection

MODULE 2:

HR ADMINISTRATION AND SHARED SERVICES 19%

- HR and Organization
- Employee Life Cycle
- Employee Attendance, HR Documents and Records

MODULE 3:

TALENT MANAGEMENT AND DEVELOPMENT 19%

- Performance Management
- Employee Training and Development
- Talent Management

MODULE 4:

COMPENSATION, BENEFITS & WORK EXPERIENCE 17%

- Total Rewards, Incentive Programs and Payroll and Benefits
- Employee Value Proposition

MODULE 5:

EMPLOYEE RELATIONS AND RISK MANAGEMENT 16%

- Employee Relations
- Employee Policies
- Employee Safety and Health

MODULE 6:

HR INFORMATION MANAGEMENT 10%

- Human Resource Information System
- Information Privacy and Security

SPHRI

Senior Professional in Human Resources Int'l

Exam Topics



- 31% Business Leadership
- 27% Talent Dev. & Mgt.
- 24% HR Service Delivery
- 18% Measurement & Analysis

It is designed for a senior HR professional who designs and plans programs in addition to implementing programs, has extensive HR generalist knowledge and Understands the business beyond HR and has influence within the overall organization.

MODULE 1:

BUSINESS LEADERSHIP 31%

- Business elements of an organization (for example, products, competition, customers, technology, demographics, culture, processes, safety and security)
- Strategic planning process
- Merger and acquisition processes
- Cultural and social sensitivity (for example, awareness of and appreciation for cultural differences in the workplace)
- Corporate governance procedures and compliance (for example, Board of Directors).

MODULE 2:

TALENT DEVELOPMENT AND MANAGEMENT 27%

- Organizational development methods and problem-solving techniques
- Training design and development
- Cross cultural and multi generational awareness (for example dynamics of global teams)
- Performance management theories and approaches
- Succession planning frameworks

MODULE 3:

HR SERVICE DELIVERY 24%

- Local labor conditions, including laws, legislation and international practices
- Employee relocation, domestic and international
- Employer marketing and branding techniques
- Evaluation of HR information systems (HRIS) and technology (for example, their use for payroll, talent development, and employee data)
- Social media and web applications
- Data security and privacy
- Workplace health, safety and security

MODULE 4:

MEASUREMENT AND ANALYSIS 18%

- Performance management data interpretation
- Operational metrics (for example, measures of production, service measures, customer satisfaction)
- Technology available to evaluate and present metrics (for example, Enterprise Resource Planning system [ERP], desktop software, HRIS)
- HR audit and evaluation (for example payroll reconciliation, head count)
- Techniques to assess training program effectiveness (for example: participant surveys, pre- and post-testing)

GPHR

Global Professional in Human Resources

Exam Topics



- 25% Strategic HR Mgt.
- 22% Talent & Organizational Dev.
- 21% Global Talent Acquisition & Mobility
- 17% Global Compensation & Benefits
- 15% Workforce Relations & Risk Mgt.

It is designed for HR professional who has HR responsibilities for more than one country and handles global mobility, Establishes HR policies and initiatives that support the organization's global growth and reputation.

MODULE 1:

STRATEGIC HR MANAGEMENT (25%)

- Strategic HR management and Business Trends
- Gathering, measuring and Reporting HR data
- Workforce Planning and Employment Strategies
- Change Management and Business Process Improvement for HR Professionals.

MODULE 2:

GLOBAL TALENT ACQUISITION AND MOBILITY (21%)

- Key Legislation Affecting Global Talent Acquisition and Mobility
- Developing and Implementing the Global Staffing Plan

MODULE 3:

TALENT AND ORGANIZATIONAL DEVELOPMENT (22%)

- Key Legislation , Culture and Global HRD Planning
- Global Employee Development , Talent Management and Performance Management.

MODULE 4:

GLOBAL COMPENSATION AND BENEFITS (17%)

- Global Compensation and Benefits Strategy
- Key Legislation Affecting Global Compensation and Benefits
- Benefits in International Assignment

MODULE 5:

WORKFORCE RELATIONS AND RISK MANAGEMENT (15%)

- Laws affecting Global Workforce Relations
- HR's Role in Creating a Positive Work Environment within a Global Organization
- Managing Workplace Risks

SHRM

Society for Human Resources Management

Exam Topics

SHRM® CERTIFICATION SHRM-CP® AND SHRM-SCP®

It is designed for HR professionals who develop strategies and are responsible for HR direction in their organizations, lead a team in HR functions and take a holistic view in aligning HR strategies to organizational goals.

MODULE 1:

HR COMPETENCIES

- Leadership & Navigation
- Ethical Practice
- Business Acumen and Consultation
- Critical Evaluation and Relationship Management
- Global & Cultural Effectiveness
- Communication

MODULE 2:

WORKPLACE

- HR in the Global Context and Risk Management
- Diversity & Inclusion
- Corporate Social Responsibility

MODULE 3:

PEOPLE

- HR Strategic Planning, Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

MODULE 4:

ORGANIZATION

- Structure of the HR Function, Organizational Effectiveness & Development
- Workforce Management, Employee & Labor Relations
- Technology Management

SUBJECT AREA	SHRM-CP (160 ITEMS)	SHRM-CP (180 ITEMS)
BEHAVIORAL COMPETENCIES	35%	50%
TECHNICAL KNOWLEDGE	65%	50%
PEOPLE	20%	10%
ORGANIZATION	20%	10%
WORKPLACE	15%	10%
STRATEGY	10%	20%

Our past students come from organizations such as:



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