

Education Partner Course Materials

SHRM Essentials of Human Resources

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills.

Participant Materials

The SHRM Essentials of Human Resources (formerly SHRM Essentials of HR Management) provides participants with knowledge and skills that can be used immediately. The course addresses six key human resource subjects in a user-friendly format designed to give an effective learning experience. Participant materials include:

Print Materials

Participant's Reference Book covers six topics that are contained in one book for easy reference:

- Module 1:** Human Resources
- Module 2:** Talent Acquisition
- Module 3:** Total Rewards
- Module 4:** Learning and Development
- Module 5:** Performance Management
- Module 6:** Employment Law

The Participant's Activities Book includes:

- Classroom slides with notes section
- Application activities

Interactive Software

Each participant receives access to the following online tools:

- Pre-test to gauge current knowledge
- An innovative study plan to guide learning
- Module-specific test for each module
- Glossary of key terms
- Post-test to assess learning gain
- Case study featuring real life scenarios to apply concepts learned throughout the course
- Access to the online Resource Center offering HR updates, a feedback feature, and links to valuable resources
- Access to individual and group reports to measure progress and learning gain
- Ability to print a certificate of achievement



Why Offer SHRM Essentials of Human Resources?

Combine the guidance of an instructor with the SHRM Essentials of Human Resources to offer a better way to gain a solid foundation in key human resource topics. Help students gain:

- Foundational knowledge about recruiting, hiring, performance management, compensation, and their legal impact.
- Behavioral competencies that can improve judgement and decision making.
- Practical experience through tools and resources to improve your job performance.

Instructor Materials

Materials and software are available to help instructors prepare and deliver an effective learning experience.

Materials

- An Instructor's Resource Book including:
 - ◇ General course information
 - ◇ Suggested agendas for course delivery
 - ◇ Application activities and suggested answers
 - ◇ Student materials with slide icons

Software

- PowerPoint® slides (on PRC)
- Access to learning software
- Online Group Reports to help monitor student progress, which are available for download



SHRM ESSENTIALS OF HUMAN RESOURCES

Course Information	
Course Length	12-15 hours
Suggested course format	2 day seminar format or 5 weeks– 3hr sessions
Education Credits	Eligible for Professional Development Credits (PDCs) and recertification credit hours

Marketing the Course

Drivers

- Foundational knowledge of key HR topics
- Practical expertise that can immediately impact job performance
- Professional Development Credits (PDCs)

Job Types/Titles

- HR specialist
- Office manager
- Administrative assistant
- HR administrator
- Trainer
- Line manager
- Sales Rep for HR products
- Small business owner

Key Organizations

- Small to mid-sized companies
- Small business owners with no HR function

SHRM/HC Marketing Support

- Promotion to members through various media such as *HR Magazine*, brochures, e-mails, etc.
- Provide mailing lists of members residing within your ZIP code range
- Use of SHRM partnership logo
- Link to institution from shrm.org/essentials
- Provide sample brochure and postcard marketing copy and/or templates

Contact Us

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Partner Overview

Society for Human Resource Management

The Society for Human Resource Management (SHRM) is the world's largest HR professional society, representing 285,000 members in more than 165 countries. For nearly 7 decades, the Society has been the leading provider of resources serving the needs of HR professionals and advancing the practice of human resource management. SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China, India and United Arab Emirates.



Holmes Corporation

Holmes Corporation (HC) partners with associations to meet members' educational needs. HC has formed long-term mutually beneficial alliances with many of the nation's premier associations. Through these alliances, HC has become known for creating, marketing and distributing educational products that feature the highest value and quality available. HC currently works with over 280 colleges and universities across the United States and internationally to offer association's professional development courses.



Certification

The SHRM Essentials of Human Resources course is not designed for certification preparation. However, it is an excellent feeder course for other HR courses your institution offers and can be positioned as a stepping stone for those not yet ready to embark on SHRM-CP/SHRM-SCP certification preparation.