Achieving major career goals is challenging and time consuming. But, the road to success is easier when an experienced guide provides a roadmap and keeps you on track. If your goal is HR certification, we’ll lead you to success. Our instructors focus on critical exam content, and our structured classroom environment accelerates learning and improves retention.

This PHR/SPHR course is offered in partnership with the Society for Human Resource Management (SHRM), the world’s largest association devoted to human resource management. Thousands of HR professionals have earned their PHR or SPHR certifications by using the SHRM Learning System.

The 2012 SHRM Learning System is filled with new features, including innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam.

THE MOST UP-TO-DATE LEARNING MODULES
The SHRM Learning System includes six modules covering the entire HR Certification Institute body of knowledge increasing your chances to pass the PHR/SPHR exam.

1. Business Management and Strategy
2. Workforce Planning and Employment
3. Human Resource Development
4. Compensation and Benefits
5. Employee and Labor Relations
6. Risk Management

MORE WAYS TO LEARN
Whatever your learning style, you’ll find ways to test your knowledge and build confidence. The Online Learning Center provides a wealth of supplemental study materials:

Assessment – identifies topics a participant already knows and those areas that require more time and attention.

Quickstarts – guided overviews for each module highlight key topics.

Practice Tests – more than 1,000 questions for testing your knowledge and comprehension.

Post-test – incorporates features similar to the HR Certification Institute exam format: 200 scored test questions, timed questions, strike-through, and mark to ensure confidence.

Online Resource Center – includes downloadable audio and web casts, flashcards (printed, online or audio), HR updates, related links, feedback feature and more.

DID YOU KNOW?
Course fees often qualify for tuition reimbursement and you can earn 3.5 continuing education credits (CEUs) for completing this course. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

PREPARING TO PASS
When you complete this course, you’ll be prepared to pass the PHR or SPHR exam. Year after year, professionals who use the SHRM Learning System consistently beat the national pass rate.

Our expert classroom instruction provides a better flow of information and a more enjoyable and effective learning experience saving you time and keeping you motivated.

NEXT THREE DAY SESSION:
September 14 – 16, 2012
8:00 a.m. – 5:00 p.m.
Williston Campus

To register or for more information:
www.vtc.edu/cewd
Phone: (802) 879-2380 / tcooper@vtc.edu
Ready to take your career to the next level? **We can help.**

Whether you’re new to HR or have a few years of experience, we have the tools you need advance your career and confidently handle your organization’s complex HR issues.

Have a few years of HR experience? Then PHR/SPHR certification is for you. and the **SHRM Learning System**® will help you get there. If you’re new to HR, the **SHRM Essentials**® of HR Management will help you grasp the roles and responsibilities of HR in business.

Sign up for our now and jumpstart your career. Space is limited!

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<th><strong>SHRM Essentials of HR Management</strong></th>
<th><strong>SHRM Learning System</strong></th>
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<td><strong>RECOMMENDED FOR:</strong></td>
<td>HR supervisors and managers</td>
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<tr>
<td>New or junior HR practitioners</td>
<td>Those with 1+ years of professional HR experience with varying levels of education</td>
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<td>Small business owners or office managers</td>
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| **COVERS:** | Professional development skills |
| Basic HR functions | Professional development skills |
| Professional development skills | |

| **PURPOSE:** | | |
| Equip you with tools to handle HR issues within your organization | Test practice and content mastery for PHR/SPHR certification |

| **COURSE COMPONENTS:** | | |
| Two print modules, online support tools and interactive classroom environment. | Print/e-reader learning modules, extensive multi-media online resources, interactive classroom environment |

**CLASS DATES:**
- **SHRM Essentials of HR Management:**
  - October 27 & November 3
  - 9:00 a.m. - 4:00 p.m.
- **SHRM Learning System:**
  - September 14, 15, 16
  - 8:00 a.m. - 5:00 p.m.

**COST:**
- $500
- $1300

**To register or for more information:**
[www.vtc.edu/cewd](http://www.vtc.edu/cewd)
Phone: (802) 879-2380 / tcooper@vtc.edu