

### Spring 2011

Marist College, in cooperation with the Mid-Hudson Human Resource Association, will offer a 12-week professional development program to help prepare human resource professionals to sit for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exam administered by the Human Resource Certification Institute (HRCI). These exams assess generalist knowledge of the HR function. Certification is evidence of your commitment to your career and sets those with the credential apart and above those without it. Examination eligibility requirements for either exam are 2 years exempt level HR work experience. Check with HRCI ([www.hrci.org](http://www.hrci.org)) for details. Upon course completion, you will also receive a certificate in Human Resource Management from Marist College.

#### What You Will Learn:

##### Strategic Management

The Role of Human Resources in Organizations • Strategic Planning • Evaluating HR's Strategic Contributions • Ethical Issues Affecting Organizations • HR and the Legislative and Regulatory Environment

##### Workforce Planning and Employment

Key Legislation Affecting Employee Rights, Privacy and Consumer Protection • Equal Employment Opportunity/Affirmative Action • Gender Discrimination and Harassment in the Workplace • Organizational Staffing Requirements • Job Analysis and Documentation • Recruitment • Flexible Staffing • Selection and Retention • Organizational Exit • Employee Records Management

##### Human Resource Development (HRD)

Key Legislation Affecting HRD • HRD and the Organization • Organizational Development Initiatives • Adult Learning and Motivation • Training and Development • Talent Management • Developing Leaders • Performance Management

##### Total Rewards

Key Legislation Affecting Compensation • Total Rewards and Strategic Focus of the Organization • Compensation Structure • Compensation Systems • Key Legislation Affecting Benefits • Government Mandated Benefits • Deferred Compensation Plans • Health-Care Benefits • Other Non-statutory Benefits • Compensation and Benefit Programs for International Employees • Evaluating Total Rewards System and Communicating It to Employees

##### Employee and Labor Relations

Key Legislation Affecting Employee and Labor Relations • Employee Relations and Organizational Culture • Employee Involvement Strategies • Measuring Employee Attitudes • Policies, Procedures and Work Rules • Discipline and Complaint Resolution • Labor Relations Legislation and Union Organizing • Unfair Labor Practices • Collective Bargaining • Strikes and Secondary Boycotts

##### Risk Management

Organizational Risk • Key Legislation • Safety • Health • Security • Privacy

#### Who Should Attend

- ▶ HR Practitioners seeking advancement
- ▶ HR Professionals interested in national certification
- ▶ Managers, Specialists in HR, and other HR Practitioners interested in a functional overview of contemporary human resource management

#### Course Instructor

Samuel Laganaro, SPHR, is an HR generalist and an attorney. Sam has more than a dozen years experience managing the HR function at non-profit organizations in the Hudson Valley and New York City. Prior to that time, Sam was a staff attorney with the NYC Commission on Human Rights where he litigated employment, housing and public accommodation discrimination cases.

#### What Former Students Have Said About the Course and Instructor

*"I took the test and... Passed! I strongly believe the course we took is the reason for my success."*

*"I successfully completed and passed the SPHR exam yesterday afternoon! I am very proud of this professional accomplishment and want to thank you again for preparing me so thoroughly and for leading such an interesting and informative course over the last 4 months."*

*I took the PHR this morning and I PASSED!! :-)...I just wanted to say "thank you" because the class was definitely a big help."*

*"I also want to express my thanks on your support and instruction during the prep course. You made things enjoyable ( love your sense of humor) and your insights were very helpful. "*

*"I just wanted to let you know that I passed the exam. I want to thank you for the excellent job that you did with the course. I certainly learned a lot, not only about HR but also about myself."*



SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT  
606 North Washington Street  
Alexandria, Virginia 22314-1997

# Marist College

400 Westage Business Center  
Fishkill, New York 12524

## Registration for Certificate in Professional Human Resource Management

(If registering more than one person, please duplicate this form.)

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Evening Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ SHRM Member? Y/N Member # \_\_\_\_\_

Employer: \_\_\_\_\_ Title \_\_\_\_\_

Business Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

How many years have you worked in human resource management exempt positions? \_\_\_\_\_

### Payment Method:

\_\_\_\_\_ Check enclosed (Payable to Marist College) Check # \_\_\_\_\_

\_\_\_\_\_ Bill my organization at address shown above (Authorization letter must accompany registration)

\_\_\_\_\_ Charge to my credit card # \_\_\_\_\_ Exp.Date \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

### Course Schedule:

#### Fishkill Center

Thursdays, February 3 to April 21, 2011

(12 sessions) 6 p.m. to 9 p.m.

400 Westage Business Center Drive

Fishkill, New York 12524

Call (845) 897-9648 for directions.

### Course Tuition and Fee:

Tuition: \$1075. Non-member  
\$1050. SHRM Member

The above includes \$25 non-refundable registration fee for all students. This also includes \$425 for all SHRM Learning System modules, CD's, workbooks, case studies, mastery tests and all required reading. No refunds will be given after the course begins.

Note: Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exam requires separate registration and application fee. Please see HRCI web site ([www.hrci.org](http://www.hrci.org)).

### Registration

Register by phone, fax, mail or in person. Please provide course name and method of payment. Visa, Mastercard and Discover are accepted. Please make personal and business checks payable to Marist College.

By phone: (845) 897-9648

By fax: (845) 897-4653

By mail: Marist Fishkill Center  
400 Westage Business Center  
Fishkill, New York 12524

Payment arrangements are due at registration.

### Marist College School of Global & Professional Programs

The School of Global & Professional Programs offers many undergraduate and certificate programs, including but not limited to: • ABA Approved Paralegal Program • Bachelor of Arts in Psychology Degree Program • Financial Planning Certificate Program • Online & Onground B.A. Degree Completion Program • Organizational Leadership and Communication Accelerated Bachelor's Degree Completion Program