

JCCC is dedicated to providing training that supports our local workforce.

Let us know if there are courses or topics you would like us to bring to your workplace.

We are happy to customize training to meet your needs.



### HRCI Testing

**HR Certification Institute® (HRCI)** now offers year-round testing. Both the PHR and SPHR exams are available on any day of the year. Visit [hrci.org](http://hrci.org) for more information.

### SHRM Testing

**The Society for Human Resource Management (SHRM)** will continue to have a spring exam window of May 1 to July 15 and a winter exam window of Dec. 1 to Feb. 15. Visit [shrm.org/certification](http://shrm.org/certification) for more information.

LEARN  
ONLINE



STAY ON  
COURSE

## Human Resources ONLINE COURSES

SELF-PACED

THESE COURSES ARE AVAILABLE TO  
START AND COMPLETE ANYTIME

Employment Law

HIPAA Compliance

Understanding the HR Function

Workers' Compensation

FOR MORE INFORMATION AND TO REGISTER

[JCCC.EDU/CE/ONLINE](http://JCCC.EDU/CE/ONLINE)

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Johnson County  
Community College



JOHNSON COUNTY  
COMMUNITY COLLEGE

12345 COLLEGE BLVD  
OVERLAND PARK, KS 66210-1299

## HUMAN RESOURCES

Everything you need for HR certification including preparation courses for both the PHR/SPHR and the SHRM-CP/SHRM-SCP

SPRING 2023

REGISTER  
TODAY!

[jccc.edu/CEHR](http://jccc.edu/CEHR)  
913-469-2323

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# HUMAN RESOURCES

[jccc.edu/cehr](http://jccc.edu/cehr)

SPRING 2023



EVERYTHING YOU NEED for HR certification including preparation courses for both the PHR/SPHR and the SHRM-CP/SHRM-SCP  
**REGISTER TODAY!**

These courses will be delivered to you **IN PERSON** or **LIVE via ZOOM**



JOHNSON COUNTY  
COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT  
& CONTINUING EDUCATION

## HRCP Program for PHR and SPHR Certification Preparation

The Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) credential is held by more than 135,000 HR professionals in more than 100 countries. Holding this credential demonstrates to your employers, clients, staff and professional peers your relevance, competence, experience, credibility and dedication to human resources.

The Human Resource Certification Preparation (HRCP) program curriculum covers the entire HRCI Body of Knowledge and includes application exercises to develop specific competencies and decision-making skills.

### Who should register:

- ▶ Individuals seeking PHR or SPHR certification
- ▶ Individuals may sit for the exam if they meet the requirements outlined at [hrci.org](http://hrci.org)

The exam is given by HRCI and is separate from this course.

### Benefits for you:

- ▶ An experienced, certified instructor who explains the concepts and applies them to your industry
- ▶ A structured learning experience that keeps you on track
- ▶ Opportunities to network and share real-world experiences with other HR professionals



### Course topics covered:

- ▶ Business management / Leadership and Strategy
- ▶ Talent Planning and Acquisition
- ▶ Learning and Development
- ▶ Total Rewards
- ▶ Employee and labor relations/ Employee Engagement

### Course options:

42 contact hours/\$1,299

#### HR-050-14

M	Jan. 23–Apr. 24	6–9 p.m.
	Live Online	Loretta Summers

Includes the full HRCP program materials and all online access. The fee does not include the registration for the actual examinations.

## SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation

Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success.

- ▶ Built on one singular Body of Applied Skills Knowledge (SHRM BASK™) designed to elevate the HR profession around the world
- ▶ Tests the HR professional's competency—the ability to put that knowledge to work through critical thinking and application
- ▶ Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results

### Who should register:

- ▶ HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP certification who are preparing for the exam—for eligibility requirements visit [shrmcertification.org](http://shrmcertification.org)
- ▶ Individuals who want advanced education and training for a successful HR career
- ▶ HR professionals wanting a broader education or to update their HR knowledge
- ▶ HR professionals who want to enhance their marketability by gaining current HR knowledge



### Key knowledge domains covered:

- ▶ HR Competencies—leadership, ethics, evaluation, communication, diversity, equity & inclusion, relationship management, global mindset, business acumen
- ▶ People—talent acquisition, engagement, development, rewards, HR strategy
- ▶ Organization—effectiveness, management, employee relations, data
- ▶ Workplace—managing a global workforce, risk management, corporate social responsibility, employment law and regulations

### Course options:

42 contact hours/\$1,299

#### HR-005-12

Tu	Jan. 24–Apr. 25	6–9 p.m.
	Live Online	Loretta Summers

Includes the full SHRM Learning System® materials and all online access. The fee does not include the registration for the actual examinations.



Ms. Summers did an excellent job of breaking down the information and making sure we understood it.

Janice W.

Register online  
**[jccc.edu/cehr](http://jccc.edu/cehr)**  
or call 913-469-2323

## SHRM Essentials® of Human Resources

Designed as a thorough introduction to HR basics, the SHRM Essentials® of Human Resources course provides a solid foundation in human resource management and is effective training across multiple job responsibilities and career paths.



### Who should register:

- ▶ New and junior HR practitioners who need to increase their knowledge base
- ▶ Small business owners or office managers who perform the HR function for their company
- ▶ Business managers who want to learn basic HR best practices to avoid costly litigation
- ▶ New or experienced managers interested in learning more about employee management skills
- ▶ Representatives selling or supporting HR systems and services
- ▶ Job seekers who are investigating HR as a new career option or want to have HR as a skill for future positions

### Benefits for you:

- ▶ Attain knowledge and practical HR skills to effectively approach challenging HR issues
- ▶ Gain expertise in areas of HR management that are broader than the normal scope of your job
- ▶ Stay up to date on the latest laws and regulations
- ▶ Increase your on-the-job confidence
- ▶ Use the course materials as one comprehensive source of HR information



The instructor is awesome and provides a lot of real-world examples that help you understand the concepts. The class discussions are very good.

### Course content and materials:

Newly updated with the latest HR developments, the program combines print materials with online study tools to provide a blended learning experience.

The Participant's Reference Book includes the printed content of the course. It addresses six key human resource management practices, compiled into one comprehensive coursebook for easy reference.

- 1. Human Resources**—Gain a clear understanding of the HR function
- 2. Talent Acquisition**—Develop important skills for attracting and selecting employees
- 3. Total Rewards**—Learn the key elements of a total compensation system
- 4. Learning and Development**—Obtain an understanding of orientation, development, and training
- 5. Performance Management**—Discover the purpose and process for performance evaluation
- 6. Employment Law**—Enhance your ability to apply key HR legislation

### Course options:

16 contact hours/\$599

#### HR-001-23

WTh	Feb. 8–9	8 a.m.–5 p.m.
	Regnier Center 181	Loretta Summers

#### HR-001-24

WTh	Apr. 19–20	8 a.m.–5 p.m.
	Regnier Center 181	Loretta Summers



Loretta is amazing. She has a unique ability to connect with her students through her history in HR.

Caeleb I.