2013 SHRM Learning System®

www.shrm.org/learning/2013
The Most **Current** and **Reliable** Path to HR Certification Prep

**THE 2013 SHRM LEARNING SYSTEM**

The 2013 SHRM Learning System features an enhanced user experience complete with updated content that reflects the HR Certification Institute body of knowledge tested on the PHR and SPHR exams.

For more information or to order, visit [www.shrm.org/learning/2013](http://www.shrm.org/learning/2013).

**ONLINE CONTENT**

“Quickstarts” provide an overview of key topics for each of the six learning modules.

**POST-TEST**

Includes features similar to the HR Certification Institute exam:
- Timed questions
- Strike-through feature
- Mark and review

**“SMARTSTUDY” TOOLS**

Create a custom study plan to help guide your PHR/SPHR exam preparation.

**STUDY ON-THE-GO**

Download learning modules to your e-reader device and access materials from your smartphone or tablet.

**TEST-TAKING TIPS**

Review these suggestions that may aid you in performing up to your capabilities and knowledge.
What Is SHRM?
The Society for Human Resource Management (SHRM) is the world’s largest association devoted to human resource management. Representing more than 250,000 members in over 140 countries, the Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 575 affiliated chapters within the United States and subsidiary offices in China and India. Visit www.shrm.org.

2013 SHRM Learning System®
The #1 PHR/SPHR Certification Prep Tool

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2013 Exam Schedule

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NOT READY TO BECOME CERTIFIED?
Even if you’re not yet eligible or ready to sit for the exam, the SHRM Learning System is an all-in-one professional development tool. It includes: updated materials reviewed by HR subject matter experts, a comprehensive glossary, an Online Resource Center that allows users to stay up-to-date on legislative changes as they occur, connection to experts for additional resources and answers, new HR developments and more.
Why Seek **HR Certification?**

Earning your credentials as a **PHR®** (Professional in Human Resources) or **SPHR®** (Senior Professional in Human Resources) makes you a recognized expert in the HR field. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills. It makes you a more valuable asset to your organization, keeping you and your organization more competitive in today’s economy.

**Credentials Represent HR Expertise**

- Demonstrate your long-term commitment to the HR profession.
- Further your education to benefit yourself and your organization.
- Master the 2013 HR Certification Institute body of knowledge.
- Develop your skills to improve your efficiency.
- Expand your outlook on the HR field and bring new ideas to your workplace.
- Keep up with HR developments including the latest legislative changes.
- Help your organization avoid risk by ensuring regulatory compliance.
- Be eligible for new positions at organizations that require certification.
- Discover additional opportunities for career advancement.
- Boost your confidence with worldwide recognition as an HR expert.

**HOW THE SHRM LEARNING SYSTEM HELPED ME…**


Achieve HR Mastery with Confidence and Convenience with the SHRM Learning System®

Proven success: Professionals who use the SHRM Learning System to prepare for their PHR/SPHR exams consistently beat the national pass rate, year after year.

Customized learning: Choose the learning option that best matches your schedule and learning style, and use assessment test results to create a personalized study plan based on your strengths and weaknesses.

Current: The SHRM Learning System has been updated for 2013, and the Online Resource Center provides timely legislative changes and HR developments, so you can help protect your organization from legal risk.

Affordability: The SHRM Learning System provides HR professionals with more content, tests, learning tools and access to expert advice than any other single PHR/SPHR exam preparation tool. Save time and money by choosing one preparation program.

Ongoing reference: Use the SHRM Learning System as a valuable day-to-day reference manual, providing answers to a wide range of HR challenges.

Portable content: You can access the SHRM Learning System via PC, laptop, mobile or e-reader devices.

Recertification: GPHR-certified professionals may earn recertification credit hours when using the SHRM Learning System for professional development only. (See learning options for recertification credit information.)

GO MOBILE
Access the SHRM Learning System from your smartphone or tablet.

HOW THE SHRM LEARNING SYSTEM HELPED ME…

I WAS VERY IMPRESSED WITH THE WHOLE SYSTEM. THE WORKBOOKS, WHICH I READ SEVERAL TIMES, THE ONLINE TESTS, THE ASSESSMENT, AND THE WEBCASTS TELLING YOU HOW TO PREPARE FOR THE EXAM ALL WORKED TOGETHER VERY WELL.
All the Tools You Need Are Provided by the SHRM Learning System®

The ONLINE LEARNING CENTER is available via web or mobile device.

FOLLOW THESE STEPS TO SUCCESS

**Assess:** Complete the assessment to determine your current knowledge and areas for improvement. The results are weighted against test areas on the certification exams (PHR or SPHR).

**Study:** Use assessment results to identify learning priorities, create your study plan and apply learned knowledge.

**Pass:** Complete the post-test and utilize prep tools to validate your knowledge and refine your study plans as you prepare for the exam.

QUICKSTARTS AND TESTS

- Guided overviews for each module that highlight key topics.
- 1,300 questions available online and nearly 1,500 questions included in the entire Learning System.
- Two 100-question assessments weighted for PHR and SPHR exams.
- Module-specific tests.
- Two post-tests that incorporate features similar to the HR Certification Institute exam format.

AUDIO & WEBCASTS

Review supplemental audio and webcast content for each module. Key audio and webcast topics help learning and comprehension.

GLOSSARY AND FLASHCARDS

- Comprehensive glossary of terms for easy reference available in print and e-reader format.
- Over 750 flashcards covering all six modules available in multiple formats: online, printable and audio download.

INTERACTIVE CASE STUDY

Featuring real-life scenarios and questions to apply concepts.

ONLINE RESOURCE CENTER INCLUDES:

- HR updates
- Audiocasts and webcasts
- SmartStudy tools
- Flashcards
- Ask the Expert
- Related links
- Feedback feature
- Additional resources
All the Tools You Need Are Provided by the SHRM Learning System®

LEARNING MODULES

The 2013 SHRM Learning System delivers the most effective PHR/SPHR certification preparation. Learning modules and online study tools teach you everything you need to prepare for your certification exam.

The following six learning modules will provide you with what you need to achieve great results.

1. MODULE
   Business Management and Strategy
   - Strategic role of HR in organizations
   - HR business management skills
   - Strategic planning process
   - Evaluating the internal/external environment
   - HR and the legislative and regulatory environment

2. MODULE
   Workforce Planning and Employment
   - Employee rights, privacy and consumer protection legislation
   - Organizational staffing requirements
   - Job analysis and documentation
   - Recruitment, flexible staffing, selection and retention

3. MODULE
   Human Resource Development
   - Organizational development initiatives
   - Adult learning and motivation; training and development
   - Talent and performance management

4. MODULE
   Compensation and Benefits
   - Compensation structure and systems
   - Benefit programs
   - Compensation and benefits legislation
   - Evaluating compensation and benefits programs

5. MODULE
   Employee and Labor Relations
   - Employee and labor relations legislation
   - Union organizing and collective bargaining
   - Unfair labor practices
   - Discipline and complaint resolution

6. MODULE
   Risk Management
   - Organizational risk
   - Workplace safety, health, security and privacy
   - Risk management legislation

Each learning module is available in print and e-reader format.
Learning Options

The SHRM Learning System is available through Self-Study or Instructor-Led programs. Several learning options are available to suit different learning styles, schedules, group sizes and locations. Choose the format that fits your learning preference.

SELF-STUDY PROGRAM

GPHRs may earn up to 35 recertification hours when using the Self-Study option for professional development.

The Self-Study option gives you ultimate flexibility for learning—access study materials where and how you want them, online or through your mobile device or e-reader. Use the convenient customization tools to design studies that fit into your busy day. Focus on any module or topic in any depth or sequence. Take advantage of the freedom to create your own study plans. Then take on the challenge of the PHR/SPHR exams with confidence.

SELF-STUDY PROGRAM INVESTMENT

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Benefits

- Eliminate travel expense and minimize time away from the office.
- Utilize SmartStudy tools to customize your learning to fit your individual style.
- Study wherever you go with mobile access and e-reader capability.
- Submit questions to certified professionals via the Ask the Expert feature.

Volume Discounts

By ordering the SHRM Learning System Self-Study Program for groups of two or more, you will save a minimum of $70 per person. For more information, contact SHRM Corporate Specialist Chris Olson at +1-651-905-2617 or Chris.Olson@shrm.org.

For more information or to order, visit www.shrm.org/learning/self.

“IT STUDIED FOR THE SPHR WITH THE SELF-STUDY OPTION, WHICH WAS GREAT TO WORK INTO MY BUSY SCHEDULE. IT IS A GREAT SYSTEM, AS IT GIVES YOU THE FREEDOM TO STUDY AT YOUR CONVENIENCE. THE INFORMATION IS CLEAR, EASY TO UNDERSTAND, WITH LOTS OF SAMPLE TEST QUESTIONS.”

Patricia Stolee, SPHR
Duluth, MN
SHRM Member Since 1999
Learning Options

PHR/SPHR CERTIFICATION PREPARATION SEMINARS (3 DAYS)

GPHRs may earn up to 21 recertification hours when attending this 3-day seminar for professional development.

This intensive three-day PHR/SPHR preparation seminar presents a comprehensive and detailed review of the 2013 body of knowledge. By attending, you will be able to identify areas of strength and build on them. You will also see where you need further concentrated study in preparation for taking either certification exam.

Benefits

• Led by qualified and certified instructors.
• Outside-the-classroom assignments help reinforce classroom sessions.
• Sample test questions and periodic progress checks help keep you on schedule.

PHR/SPHR CERTIFICATION PREPARATION SEMINAR INVESTMENT***

The SHRM Learning System is included in your registration fee!

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View the complete 2013 schedule and register at www.shrm.org/seminars.

2013 DATES AND LOCATIONS*

Spring Schedule:
Mar. 20-22 | Atlanta, Ga.
Apr. 3-5 | Seattle, Wash.
Apr. 15-17 | New York, N.Y.
Apr. 24-26 | Alexandria, Va.
TBD | Houston, Texas
May 20-22 | Boston, Mass.
May 22-24 | San Francisco, Calif.
June 15-18 | Chicago, Ill.**

* Subject to change.
** This course is offered as a package deal in conjunction with the SHRM® Annual Conference & Exposition. You can attend this seminar and select components of the conference for one package price. Online registration only at annual.shrm.org.
*** These are SHRM seminar prices only and do not apply to the courses at SHRM conferences. View the complete 2013 schedule and register at www.shrm.org/seminars.

GO DIGITAL

Access the learning modules via your e-reader device.
VIRTUAL PHR/SPHR CERTIFICATION PREPARATION (7 WEEKS)

GPHRs may earn up to 21 recertification hours when attending this 7-week seminar for professional development.

This comprehensive, virtual course will give you the confidence you need to further your knowledge while preparing for the PHR/SPHR certification exam. Your instructor will monitor performance through regular progress checks to ensure the class is mastering module content and bring attention to any areas that may need additional study.

Benefits

• Classes are recorded in their entirety allowing participants to review at their convenience.
• Taught by a “live” instructor in a synchronous online learning environment.
• Real-time Q&A chats between participants.

PHR/SPHR VIRTUAL CERTIFICATION PREPARATION COURSE INVESTMENT

The SHRM Learning System is included in your registration fee!

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View the complete 2013 schedule and register at www.shrm.org/seminars/virtualprep.

2013 DATES*

January 17 – March 5
March 7 – April 23
April 18 – June 4
June 6 – July 31
August 8 – September 24
October 3 – November 21

* Subject to change.

HOW

HOW THE SHRM LEARNING SYSTEM HELPED ME…

I TOOK THE TESTS OVER AND OVER TO GET THE INFORMATION INTO MY HEAD AND THE EXPLANATIONS OF THE ANSWERS WERE HELPFUL FOR APPLICATION IN THE REAL WORLD.

Virtual GPHR and California Certification Preparation is also available for GPHR and California certifications. Visit www.shrm.org/seminars/virtualprep for details.
Learning Options

ORGANIZATIONAL TRAINING & DEVELOPMENT PROGRAMS

The whole organization benefits when individual HR professionals earn their PHR or SPHR designation. Newly certified individuals bring updated information, sharpened skills, new perspectives and have a positive influence on employees and colleagues. Structured learning techniques and online reporting keep your group on track. Group and individual reports provide insight into progress, ensuring participants confidence to sit for the certification exams.

Benefits

• Train and prepare your entire staff at your location, while eliminating costly travel expenses and fulfilling professional development requirements.

• Promote a common HR language across your entire organization.

• Refresh staff generalist knowledge, strengthen understanding of core competencies and increase overall productivity.

• Customize a program to meet the specific needs of your organization.

Choose from two convenient options to accommodate all learning styles, budgets and corporate cultures.

1 TRAINING LED BY A SHRM-APPROVED CERTIFIED INSTRUCTOR

For more information, call +1-703-535-6496 or e-mail OrgTraining@shrm.org.

2 TRAINING LED BY YOUR INSTRUCTORS

For more information, call +1-651-905-2617 or e-mail Chris.Olson@shrm.org.

Case Studies are FREE!

Many corporate powerhouses have used the SHRM Learning System in their corporate training programs, including Allsteel, Seagate, Cessna, Herman Miller, KPMG and more. Download their compelling stories at www.shrm.org/learning/orgtraining and learn from the best.

Volume discounts are available.

See page 6 for details.
Learning Options

COLLEGE/UNIVERSITY PROGRAM
GPHRs may earn up to 35 recertification hours when attending a College/University program for professional development.

The College/University learning option provides busy professionals the opportunity to prepare for their certification exams through a traditional classroom setting, online format or a hybrid of the two, over a period of weeks or in a condensed format to fit any schedule. SHRM has partnered with over 280 colleges and universities worldwide and partner institutions are added regularly.

COLLEGE/UNIVERSITY PROGRAM INVESTMENT
Program fee varies. Contact the institution nearest you for details.

College/University Locations
For a complete up-to-date listing of U.S. and international locations and contact information, visit www.shrm.org/learning/colleges.

Benefits
- Experienced and certified instructors
- Structured classroom environment
- Peer discussions
- Up-to-date HR materials
- Tuition reimbursement
- Convenient locations
- …and more!

HOW THE SHRM LEARNING SYSTEM HELPED ME…
I REALLY LEARNED A LOT FROM THE CLASS THAT WAS HELD TWICE A WEEK. OUR INSTRUCTOR WAS A VALUABLE ASSET TO ADVISING US WHAT TO STUDY AND WHAT WE SHOULD BE FOCUSING ON.

School Locations at a Glance

HOW
Your **Higher Profile** Pays for Itself

*We make HR certification affordable with the best training tool available.*

**Exam fees:** Because SHRM Learning System users consistently beat the national pass rate for the PHR/SPHR exam, odds are you’ll only have to take the exam once—making repeat exam fees less likely.

**Time savings:** By choosing the fully comprehensive SHRM Learning System, you’ll save time and money. Obtaining the same level of quality on your own would be difficult, costing you countless hours of valuable study time.

**Members-only discount:** SHRM members save $165 off the price of the SHRM Learning System. Join today and get your discount immediately!

**Volume discounts:** Groups of two or more who order the SHRM Learning System Self-Study program save a minimum of $70 per person. Contact SHRM Corporate Specialist Chris Olson at +1-651-905-2617 or Chris.Olson@shrm.org for details or to order.

**Tuition reimbursement:** Attending a SHRM College/University course may qualify under your company’s plan to reimburse professionals for tuition. Find a SHRM Learning System College/University location near you at [www.shrm.org/learning/colleges](http://www.shrm.org/learning/colleges).

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**SHRM SCHOLARSHIPS:** Various professional development and certification scholarships are available from SHRM. For more information, visit [www.shrm.org/scholarships](http://www.shrm.org/scholarships).

*“HAVING THE PHR CREDENTIAL SERVED AS A BIG STEP IN DEFINING MY HR CAREER PATH. THE PHR OPENS DOORS AND IS RECOGNIZED AS THE HUMAN RESOURCES CERTIFICATION NO MATTER WHERE YOU GO. IT GETS YOU NOTICED IN HR CIRCLES.”*

Ronald Smith, PHR
Kent, OH
SHRM Member Since 2010

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Please Note: The SHRM Learning System® is intended to cover the body of knowledge tested in the PHR/SPHR certification exams. However, the Learning System does not “teach the test.” There will be some content in the Learning System not covered by the exams, and conversely there will be content tested in the exams that is not covered in the Learning System. SHRM makes no warranty that use of the Learning System guarantees passage of the PHR or SPHR examinations.
SHRM also offers preparation tools for HR professionals seeking the GPHR® (Global Professional in Human Resources) or PHR-CA®/SPHR-CA® (Professional in Human Resources-California and Senior Professional in Human Resources-California). These additional distinguished credentials show that you have mastered the HR Certification Institute body of knowledge, and prove your dedication to the HR profession in California and worldwide.

**The SHRM Global Learning System®**

The #1 GPHR Certification Prep Tool

HR is one of the world’s fastest-growing fields, which presents HR professionals with an unprecedented opportunity for advancement. Becoming certified as a GPHR tells the international business community that you are prepared to assume HR responsibilities anywhere. Your credential can take you beyond U.S. practices and regulations toward developing HR policies across borders, cultures and economies.

**Learning Options**

- Self-Study Program
- College/University Programs
- GPHR Certification Preparation Seminars (3 days)
- Virtual GPHR Certification Preparation (7 weeks)
- Organizational Training & Development Programs

[www.shrm.org/learning/global](http://www.shrm.org/learning/global)

**The SHRM California Learning System™**

The #1 PHR-CA/SPHR-CA Certification Prep Tool

The SHRM California Learning System is a comprehensive guide used to prepare for the California certification exams (PHR-CA and SPHR-CA). Designed for HR professionals working in the state of California or with staff located in California, this program covers employment laws, rules and regulations.

**Learning Options**

- Self-Study Program
- College/University Programs
- California Certification Preparation Seminars (2 days)
- Virtual PHR-CA and SPHR-CA Certification Preparation (6 weeks)
- Organizational Training & Development Programs

[www.shrm.org/learning/california](http://www.shrm.org/learning/california)
SHRM LEARNING SYSTEM ORDER FORM

2013 SHRM LEARNING SYSTEM®

HOW TO ORDER:

ONLINE
www.shrm.org/learning

E-MAIL
shrmlearningsystem@shrm.org

MAIL
SHRM Distribution Center
2975 Lone Oak Dr
Suite 180
Eagan, MN 55121-1553

PHONE
800-444-5006, option #2, or
+1-651-905-2663

FAX
+1-651-905-2669

SHIPPING AND HANDLING SCHEDULE
(Rates based on FedEx Ground shipment.)

DOMESTIC
First program: $20 each
Additional programs: $11 each
(Orders in Alaska and Hawaii will be charged an additional $12 per order.)

INTERNATIONAL
Please contact us for international shipping rate or purchase online at www.shrm.org/learning.

Important: Your VIP Number | VIP

Fill in your VIP number as it appears above the name on the mailing label. (Record the number even if the label is addressed to another individual.)

Member Number: Please indicate your SHRM member number on this form to receive your member discount. You can find your member number on your membership card.

Address: Please provide a street address, not a PO Box. FedEx Ground can not deliver your merchandise to a PO Box.

Phone Number: Your complete phone number is required in case we need to contact you about your order.

Payment: Orders should be accompanied by a check (company or personal; make check payable to SHRM), money order or credit card number (VISA, MasterCard or American Express). Written purchase orders are accepted by mail or by fax. Please include SHRM Order Form with purchase orders.

Shipping and Handling: Please add the appropriate shipping costs for the products ordered. Refer to the Shipping and Handling Schedule to determine the correct amount. Typically, orders are shipped via FedEx ground unless specified otherwise. SHRM reserves the right to utilize alternate shippers when necessary. Orders outside the continental United States will be shipped via airfreight. Orders shipped via FedEx ground will normally arrive within 5-7 business days of processing the order.

SHRM Pricing Policy: Prices subject to change. Volume discounts are available. For more information, contact SHRM Corporate Specialist Chris Olson at +1-651-905-2617 or chris.olson@shrm.org.

Return Policy: Unused items may be returned for a full refund (less shipping and handling) within 30 days. No items will be accepted after 30 days or if they are not in a condition to be resold.

Please Note: SHRM membership is not active until payment has been received.

* We reserve the right to adjust tax amount to reflect actual state/local tax rates. If you are unsure of your appropriate sales tax, please call us at 800-444-5006, opt. 2 or order online at www.shrm.org/learning.

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As you pursue your advanced training in HR, become a part of the organization that represents a quarter-million of your colleagues worldwide. As a member of SHRM, you will receive discounts on your SHRM Learning System, other SHRM educational programs and materials, and all SHRM conferences … exclusive access to trusted HR-related products and services … and up to 3 recertification credits per year. Enhance your career and invest in your future. Join SHRM now. Visit www.shrm.org/join for details.