

aPHR Preparation Training

Description

Introduction

HRCI's® new Associate Professional in Human Resources™ (aPHR™) certification is the perfect way to validate your entry-level knowledge of the human resources field. In this exam prep course, you'll learn how to study for the exam; get test-taking tips; review the six content areas of the exam, which are different from those for the PHR® and SPHR®; and prepare for the exam by taking sample multiple- choice tests.

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Who Should Take This Course?

This course is designed for those with basic HR knowledge who are currently employed in HR or who desire to enter the HR field, but who do not have the experience required for the PHR®, SPHR®, SHRM- CP or SHRM-SCP certifications. The aPHR™ certification can be added to your resume to verify your knowledge level.

Course Objectives

- Learn tips and tools for studying for and taking the aPHR™ exam
- Review the laws governing the employment relationship
- Review HR operations and administration
- Review recruitment and selection
- Review compensation and benefits
- Review HR development and retention
- Review employee relations
- Review health, safety and security
- Become familiar and comfortable with the multiple-choice exam format

Course Content

Pre-test (assessment of areas of strength and weakness)

- Tips on how to study
- Employment laws, agency regulations and court cases (where not integrated into subject areas)

HR Operations

- HR in organizations
- Recordkeeping and reporting
- Job analysis and descriptions

Recruitment and Selection

- Staffing practices
- Sourcing candidates
- Interviewing techniques
- Post-offer activities

Compensation and Benefits

- Job classification (exempt/non-exempt)
- Pay systems
- Incentives
- Employee benefits
- Employee self-service

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HR Development and Retention

- Training delivery and evaluation
- Performance appraisal methods
- Career development practices
- Employee retention

Employee Relations

- Employer and employee rights and responsibilities
- Complaints and grievances
- Progressive discipline
- Offboarding and termination
- Employee relations programs

Health, Safety and Security

- Risk mitigation
- Security risks
- Worker’s compensation
- Wellness programs
- Tips on taking the test