aPHRi Preparation-Associate Professional in Human Resources-International Training

Description

The Contents:

HR Operations

- Organizational strategy and its connection to mission, vision, values, business goals, and objectives
- Organizational culture
- Legal and regulatory environment
- Confidentiality and privacy rules that apply to employee records, company data,
- and individual data
- Business functions
- HR administration, policies, and procedures
- HR Metrics
- Tools to compile data
- Methods to collect data
- Reporting and presentation techniques
- Impact of technology on HR
- Employee records management
- Reporting requirements about the workforce
- Purpose and function of Human Resources Information Systems (HRIS)
- Job classifications
- Job descriptions
- Reporting structure
- Types of external providers of HR services
- Communication techniques

Recruitment and Selection

- Applicable laws and regulations related to recruitment and selection

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- Applicant databases
- Recruitment sources
- Recruitment methods
- Alternative staffing practices
- Interviewing techniques
- Pre- and post-offer activities
- Orientation and on-boarding

Compensation and Benefits

- Applicable laws and regulations related to compensation and benefits, such as monetary and non-monetary entitlement, wage and hour, and privacy
- Pay structures and programs
- Total rewards
- Benefit programs
- Payroll terminology
- Data collection for salary and benefits surveys
- Insurance claims, ling, or processing requirements
- Work-life balance practices

Human Resource Development and Retention

- Applicable laws and regulations related to training and development activities
- Training delivery format
- Techniques to evaluate training programs
- Career development practices
- Performance appraisal systems
- Performance management practices

Employee Relations

- Applicable laws affecting employment environments, labor relations, and privacy
- Employee and employer rights and responsibilities
- Workplace behavior issues
- Methods for investigating complaints or grievances
- Progressive discipline
- Off-boarding or termination activities
- Employee relations programs
- Workforce reduction and restructuring terminology

Health, Safety, and Security

- Applicable laws and regulations related to workplace health, safety, security, and privacy
- Risk management in the workplace
- Security risks in the workplace