The SHRM Learning System for SHRM-CP® and SHRM-SCP® Certification Preparation Course

Enrich your HR Skills and Competencies to Succeed! Our SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. 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. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership and Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global and Cultural Effectiveness, and Communication.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. As an added advantage, we use the SHRM Learning System for certification preparation. It features relevant HR content and advanced tools that streamline study time, accelerate learning and build confidence for passing the SHRM-CP/SHRM-SCP exam. TWA

Course: MGT430 36 Hours
$599 + $619 fee = $1218; NMR add $650

Gaithersburg Business Training Center
CRN#: 35243 12 Sessions M
2/4-4/22 6-9 p.m.
This is a hybrid class that will meet in-person on the following dates only: 2/4, 2/18, 3/4, 3/25, 4/8, 4/22

Rockville Campus
CRN#: 34671 12 Sessions F
2/15-5/10 6-9 p.m.
No class 3/15

SHRM Essentials® of Human Resources

Human resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this course covers the key HR topics you need to know: human resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management. This course qualifies for 18 recertification hours upon completion. TWA

Course: MGT352 18 Hours
$260 + $335 fee = $595; NMR add $250

Gaithersburg Business Training Center
CRN#: 34670 6 Sessions R
3/21-4/25 6:30-9:30 p.m.

NEXT-GENERATION SHRM CERTIFICATION

SHRM-CP and SHRM-SCP

If you have already demonstrated your commitment to the HR profession by becoming certified, SHRM will continue to recognize your commitment and your investment in certification by providing a seamless and efficient process to earn the new SHRM certification. You will have the added benefit of competency-based education and alignment to the changing world of HR.

SHRM RECERTIFICATION PROVIDER

Montgomery College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®.

Check our scheduled courses for the Fall!
All courses that are considered PDC eligible courses, are noted in their description!

For additional information about certifications or recertification, contact Transcie Almonte at transcie.almonte@montgomerycollege.edu or call 240-567-3828.

www.montgomerycollege.edu/wdce/bits/humanresources.html
Employment Law Basics: What Managers Need to Know
Legal complaints have been exploding in the past decade. In this course, you will learn about major federal employment laws and how this impact employee relations. You will gain practical tips for making interview legal and effective. Scenarios will be presented to gain a better understanding of practical applications of employment laws. (This course qualifies for 2 PDCs for SHRM Recertification credits.)

Course: MGT558 2 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 34680 1 Session M 2/4 11 a.m.-1 p.m.

Legal Rights & Responsibilities in the Workplace
There are a myriad of legal requirements governing the employment relationship. This course will aid managers, leaders, and employees in understanding federal statutes and judicial precedent which create the framework for human resources management and how to avoid legal pitfalls and/or protect your rights as an employee. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

Course: MGT546 3 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 34679 1 Session W 3/27 10 a.m.-1 p.m.

Workplace Investigations & Employee Discipline
This course will assist you in understanding when and how to conduct a workplace investigation. In the event employee misconduct is substantiated, this course will also assist you in determining and/or challenging disciplinary penalties. (This course qualifies for 3 PDCs for SHRM Recertification credits.)

Course: MGT544 3 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 34678 1 Session W 3/6 10 a.m.-1 p.m.

Your Employees Hate Your Performance Evaluation: What To Do About It
Performance management can, and should, provide a process that helps professionals grow from ongoing feedback, reinforcement of excellent work and corrective action for sub-par performance. However, many employers are using ineffective forms, rating scales and systems that have been in place for decades. These same tools have little impact on changing employee behaviors and even less on employee engagement and retention. There is a better way!

In this course, you'll hear about performance management trends that are working. Your organization doesn't have to eliminate performance reviews, but the way you think about them needs to change. (This course qualifies for 2 PDCs for SHRM Recertification credits.)

Course: MGT559 2 Hours
$50 + $49 fee = $99; NMR add $50
Distance Learning
CRN#: 34681 1 Session W 2/6 11 a.m.-1 p.m.

Management & Leadership is on Social Network!
Keep up with events, new course offerings, registration information, and more.

facebook.com/fb.me/wdcebits
twitter & instagram:
@MgtAndLead_MC

For more information contact:
Transcie Almonte at (240) 567-3828 or e-mail: transcie.almonte@montgomerycollege.edu

▲ Tuition Installment Plan; TWA= Tuition Waiver Applies; NMR= NonMD Resident Additional Fee

www.montgomerycollege.edu/wdce/bits/humanresources.html