

# Human Resources Management



## Become A People Person

Today's human resource professionals are strategic partners in an organization's growth and development. Gain a strong foundation of knowledge that will carry you through any obstacle.

### Take any six classes to earn your certificate

- HR Essential Skills
- Talent Acquisition & Retention
- Talent & Performance Management
- People Analytics
- Essentials of HR Law & Compliance
- Intro to Total Rewards
- Diversity Management in Organizations

All classes eligible for SHRM recertification PDCs

### Ask about our SHRM exam prep course!

*According to Payscale, HR professionals saw a 30% increase in pay after earning a certificate.*



[edc.bryant.edu](http://edc.bryant.edu)



401-232-6200

**Bryant University**  
**INSPIRED TO EXCEL**

# BRYANT UNIVERSITY CERTIFICATE PROGRAMS

## WHY SHOULD YOU PURSUE A BRYANT UNIVERSITY CERTIFICATE?

Bryant University fosters a career advancement mindset in which students learn in an interactive format to gain skills they can immediately apply for their professional development. Since 1863, Bryant University has been a leader in offering innovative educational programs that address the changing landscape of both business and society.

From Project Management to Six Sigma, People Analytics to Mastering Leadership, our programs utilize cutting-edge approaches to create a highly interactive and experiential learning environment and ensure the knowledge gained can be utilized right away. All programs are developed and supported by our renowned Bryant Faculty.

You choose the path that's right for you from the comfort of your home or office: virtual instructor-led or online self-paced.

## EDUCATION FOR INDIVIDUALS

Advance your career through our professional certificate programs and individual courses. Bryant offers virtual instructor-led and self-directed online learning options to provide you the utmost flexibility and convenience in your lifelong learning journey.

## CUSTOM PROGRAMS

Bryant University offers customizable training to corporations, non-profits, and government organizations. Our custom programs can be onsite, virtual instructor-led, or online self-paced.

Investing in employee professional development is an essential component for any organizational success. Working collaboratively, we develop customized corporate programs for employers to help increase retention, performance, and personal growth.

## KEY

### Instructor-Led (online)



Icon represents programs offered by instructors via Zoom.

Join our expert Bryant instructors for direct teaching via Zoom. Instructor-led courses provide excellent opportunities to network with fellow learners and engage in real-world applications of material.

### Self-Paced



Icon represents self-paced programs offered online.

All self-paced courses are designed and supported by Bryant instructors. Self-paced courses are ideal opportunities to fit learning and career development into your busy schedule.

### Strategies for Success



Icon represents customizable programs offered for organizations.

"Strategies for Success" is a one-week module that will familiarize you with our online learning system, to ensure when you begin your certificate program you are ready to learn and fully participate. Required for all first time Self-Paced Bryant University certificate learners.

**COURSE SCHEDULE**  
CLICK HERE



## DESIGN THINKING

Leverage your creativity: tackle complex problems by developing innovative solutions.



## PROJECT MANAGEMENT

Explore the critical skills every project manager needs to be successful.



## HUMAN RESOURCES

*A SHRM preferred provider.*

Examine HR best practices and become a strategic partner in your company's success.



## LEADERSHIP DEVELOPMENT

Study the diverse skills required to be a dynamic value-based leader.



## LEAN SIX SIGMA

Use a logical problem solving methodology to improve processes by eliminating waste.



## BUSINESS ANALYSIS

Advise clients and stakeholders by conducting insightful needs analyses.



## AGILE & SCRUM

Deliver high quality efficient products and promote a strong team environment.



## DIGITAL & SOCIAL MEDIA STRATEGY

Analyze today's digital landscape and build a strategic plan with target metrics.



## DATA VISUALIZATION

Create vivid insightful visualizations in Excel, Power BI, Tableau, and Google Data Studio.



## FINANCIAL PLANNING

Satisfy the educational requirements to confidently sit for the CFP® exam.



## PA & NP LEADERSHIP IN HEALTHCARE

Master the skills PA/NP supervisors need in the healthcare workplace.



## CYBERSECURITY FRAMEWORK

Learn NIST Cybersecurity Framework controls and management systems.

## DON'T SEE WHAT YOU'RE LOOKING FOR?

We are always designing new courses. Contact us to discuss your needs or check our website for most recent course offerings.

# HUMAN RESOURCES MANAGEMENT

Today's human resource professionals are strategic partners who contribute to the development and accomplishments of the organization-wide business plan and objectives. For those who are new to a HR role, or looking to transition careers, a Human Resources Management certificate will provide you with a strong foundation of knowledge and connect you with a network of fellow HR professionals.

HR credentials provide a competitive edge and demonstrates your competence, experience, dedication, and credibility. According to a Payscale study, HR professionals saw an over 30% increase in pay after certification.

In the constantly evolving business environment, it's pivotal that HR professionals stay up to date on the changing needs and desires of the workforce. Learn from experienced HR practitioners who offer real-world examples to contemporary problems.

To earn the Human Resources Management Certificate individuals must successfully complete six of the available courses. There are no pre-requisites or order in which courses must be completed.

## **Audience**

This program is ideal for practitioners new to a HR role, those looking to transition careers, experienced HR professionals looking to validate experience with credentials, and professionals or managers who oversee HR functions.

This course will be beneficial for Human Resources professionals looking to gain new skills or individuals new to Human Resources and seeking a foundational knowledge while pursuing their certificate. Satisfies one out of the six course program requirements.

## **SHRM Education Partner**

Bryant University is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPT™ or SHRM-SCPT™.

Bryant University is a SHRM preferred provider. All Human Resource Management classes are approved for SHRM-CP/SHRM-SCP recertification credits. This program has been approved for recertification credit hours through SHRM. For more information about certification or recertification, please visit [www.shrm.org](http://www.shrm.org).



# HUMAN RESOURCES MANAGEMENT

## HR ESSENTIAL SKILLS

Explore and enhance the necessary skills required to excel as an HR professional.



Earn 2.4 CEUs

## Course Description

There are many skills an HR professional will utilize throughout their career and are the key foundation for every Human Resources professional.

Topics covered in this class include emotional intelligence, developing positive relationships, personal branding, influencing others and managing difficult conversations.

## Audience

For individuals pursuing their certificate program this course satisfies one out of the six course program requirements.

## Course Information

### HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

## Overview & Assignments

Discussion posts due on Mondays and all other deliverables due on Saturdays. This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings, Monday Discussions, and Saturday Deliverables.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

## Outcomes

Upon completion of this course, you will be able to:

- Understand what emotional intelligence is and start using this skill to “read the room” and anticipate potential issues between people before they arise
- Understand the importance positive relationships have on your career, including utilizing an empathetic style when dealing with people’s concerns
- Use your personal brand to enhance approachability and relationship building
- Use your influencing skills to steer others towards an outcome you desire that is beneficial to the organization or preserving positive employee relations
- Have difficult conversations with others, while focusing on facts, outcomes and managing emotions

# HUMAN RESOURCES MANAGEMENT

## ESSENTIALS OF HR LAW & COMPLIANCE

Understand the role, importance, and responsibility of the HR professional role with employment laws and compliance.



Earn 2.4 CEUs

### Course Description

HR professionals are responsible to ensure compliance with relevant employment laws and aligning workplace policies with the overall business strategy. Understanding federal laws and interactions with state and local laws is key part of the due diligence involved in this process.

### Audience

For individuals pursuing their certificate program. Satisfies one out of the six course program requirements.

### Course Information

#### HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

Discussion posts due on Mondays and all other deliverables due on Saturdays. This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings, Monday Discussions, and Saturday Deliverables.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following paid registration.

### Outcomes

Upon completion of this course, you will be able to:

- Identify and understand employer responsibilities in complying with employment laws and regulations
- Research and provide effective guidance to stakeholders on workplace issues
- Apply practical knowledge to managing compliance in the workplace
- Understand how to draft an employee manual according to the needs of an organization
- Develop steps for creating policies, establishing uniform, well-defined standards

# HUMAN RESOURCES MANAGEMENT

## TALENT ACQUISITION AND RETENTION

Finding and engaging the right talent is critical for any organization's success.



Earn 2.4 CEUs

### Course Description

People are a company's most valuable asset, and, as such, much care should go into selecting and retaining the right employees. There are many skills an HR professional will utilize throughout their career; none as critical as Talent Acquisition and Retention.

Topics covered in this class are the Recruitment Process, Workforce Planning, the Consultative Approach, Engagement and Retention.

### Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements. For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

### Course Information

#### HRM 500

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

### Outcomes

Upon completion of this course, you will be able to:

- Understand what emotional intelligence is and start using this skill to "read the room" and anticipate potential issues between people before they arise
- Understand the importance positive relationships have on your career, including utilizing an empathetic style when dealing with people's concerns
- Use your personal brand to enhance approachability and relationship building
- Use your influencing skills to steer others towards an outcome you desire that is beneficial to the organization or preserving positive employee relations
- Have difficult conversations with others, while focusing on facts, outcomes and managing emotions

# HUMAN RESOURCES MANAGEMENT

## INTRODUCTION TO TOTAL REWARDS

Understand components that make up a Total Rewards program, used to retain and motivate employees.



Earn 2.4 CEUs

### Course Description

Total Rewards encompass five components; compensation, well-being, benefits, development and recognition that collectively define an organization's strategy to attract, motivate, retain and engage employees. The challenge of developing, maintaining, and managing benefits and compensation plans is a critical and costly function for any organization and represents key components of a Total Reward Program.

### Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements. For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

### Course Information

#### HRM 503

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

### Outcomes

Upon completion, you will be able to:

- Explain the Total Rewards Model (TRM)
- Describe the role of the TRM in an overall HR strategy
- Define each of the TRM components including compensation, well-being, benefits, development, and recognition
- Assess the work involved in developing a TRM for an organization including legal and regulatory compliance, policy and plan development, structure, and design, as well as communication and administration

# HUMAN RESOURCES MANAGEMENT

## BUSINESS & HR STRATEGY

Design strategic HR plans to optimize your organizations effectiveness.



Earn 2.4 CEUs

### Course Description

This course will develop the student's understanding and appreciation of the role of strategic human resources management in an organization's success. This class will take the student through the journey on how to design and implement business and HR strategic plan and teaches how to align the plan to influence organizational effectiveness and impact.

### Audience

This course is designed for human resource and business professionals who want to be involved with successful organization planning in their organization and HR professionals who are looking to demonstrate their value by contributing their expertise to developing enterprise strategy.

### Course Information

#### HRM 504

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays. It is expected that you will spend approximately four to five hours per week working through these materials and assignments.

### Outcomes

Upon completion of this course, you will be able to:

- Understand and apply information to develop an organization's strategic plan and an aligned HR strategic plan
- Interpret information and data to make business decisions and recommendations
- Direct and contribute HR initiatives and processes within an organization
- Provide guidance to organizations stakeholders
- Effectively exchange information with key stakeholders
- Manage relationships and interactions across the enterprise to provide impactful HR support to the entire organization

### Key Knowledge Areas

- Business Strategy and the HR Strategic Plan
- Talent Acquisition and Retention Strategy
- Talent Development Strategy
- Total Rewards Strategy
- Putting it All Together: Overall HR Strategic Plan and Measuring Success

# HUMAN RESOURCES MANAGEMENT

## DIVERSITY MANAGEMENT IN ORGANIZATIONS

Discover how diversity in the workplace increases organizational morale and effectiveness.



Earn 2.4 CEUs

### Course Description

Diversity in organizations is a broad topic, affected by many issues including historical views of gender roles (e.g., societal norms, socialization), legislation (e.g., marriage, immigration, and employment laws), demographic trends, and other complexities. Many of the issues that have occurred in the past have similar or parallel issues today.

This class introduces theoretical and practical ideas about diversity in organizations, increases understanding of the concept of diversity in organizations, reduces discrimination, and increases fairness and equality to employees, applicants, and customers. Time will be spent investigating stereotypes and myths and will use data to help dispel them.

### Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements. For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

### Course Information

#### HRM 505

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments

Begin your course on the first Sunday following enrollment.

### Outcomes

Upon completion of this course, you will be able to:

1. Identify and explain the commonly studied areas of diversity and discuss their interactions with one another
2. Discuss the legislation and acts that are related to diversity in organizations
3. Explain the historical and current legal and social issues that affect today's workers and organizations
5. Express the importance of diversity in organizations to all workers
6. Dispel common myths and misperceptions about diversity in organizations

# HUMAN RESOURCES MANAGEMENT

## TALENT AND PERFORMANCE MANAGEMENT

A comprehensive overview of the performance management process and how it applies to real-life scenarios.



Earn 2.4 CEUs

### Course Description

Talent and Performance Management play critical roles in the attraction, development and motivation of the top talent needed for your organization. The challenge of managing performance is a critical factor to organizational success. It is the process of ensuring that what people do at work supports the goals and values of the larger organization and contributes to the overall success of the organization.

Key topics include organizational approaches to performance management and type of appraisal systems and programs; implementing and managing performance management program guides, systems, tools, and training; performance evaluation including planning, ongoing performance management, and writing the actual performance appraisal; linking performance and reward systems; and evaluating approaches and effectiveness.

### Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements. For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

### Course Information

#### HRM 507

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 5 weeks of guided learning, each comprising multimedia, interactive modules, curated readings. Discussion posts due on Mondays and all other deliverables due on Saturdays.

It is expected that you will spend approximately 4-5 hours per week working through these materials and assignments.

Begin your class on the Sunday following full enrollment.

### Outcomes

Upon completion of this course, you will be able to:

- Differentiate Talent vs. Performance Management, the goals of each, and where they fit into an Integrated Talent Management System.
- Create a performance management process that ensures an organization effectively monitors employee performance and understands its impact on organizational success.
- Describe how an organization's core values serve as the foundation to create a culture of performance and employee engagement.
- Evaluate the importance of ongoing communication, feedback, and coaching.

# HUMAN RESOURCES MANAGEMENT

## PEOPLE ANALYTICS

A data-driven approach for making decisions about managing people used by today's HR professionals.



Earn 2.4 CEUs

### Course Description

This course will introduce participants to the theory, concepts, and business application of human resources research, data, metrics, systems, analyses, and reporting. Beyond traditional HR metrics, this course delves into the major advances and application of big data in HR decision-making.

Participants will develop an understanding of the role and importance of HR analytics and the ability to analyze and interpret HR data to support decision making. Participants will use applicable benchmarks/metrics to research case studies and will report findings and recommendations as part of the hands-on approach to learning.

### Audience

For individuals pursuing their certificate program, this course satisfies one out of the six course program requirements. For HR professionals seeking SHRM recertification, this course earns 24 professional development credits (PDCs).

### Course Information

#### HRM 143

Schedule: Online, anytime. Begin your course on the first Sunday following enrollment.

2.4 CEUs

### Overview & Assignments

This course consists of 6 weekly 3-hour virtual instructor-led sessions live via Zoom, with approximately one hour per week of additional readings and/or assignments during the course.

Meet fellow participants virtually and build your network.

### Outcomes

Upon completion of this course, you will be able to:

- Understand the new call to action for the HR Professional and why it's so important today
- Understand how to use analytics as part of your HR decision making process as a business leader
- Analyze appropriate internal and external human resource metrics, benchmarks, and indicators
- Apply quantitative and qualitative analysis to understand trends and indicators in human resource data; understand and apply various statistical analysis methods
- How to apply what you have learned in class to your everyday role in Human Resources



# HUMAN RESOURCES MANAGEMENT CERTIFICATE

COURSE	FORMAT	SCHEDULE	FEE	INSTRUCTOR	CEUs
People Analytics	Instructor Led via Zoom  <a href="#">HRM 143</a>	<b>FALL, 2022</b> Aug 30–Oct 4 Tues, 6PM–9PM <i>6 weeks</i>	\$799	Elissa O'Brien SHRM-SCP	2.40
		<b>WINTER, 2023</b> Feb 7–Mar 14 Tues, 6PM–9PM <i>6 weeks</i>			
		<b>SPRING, 2023</b> May 2–Jun 6 Tues, 6PM–9PM <i>6 weeks</i>			
HR Essential Skills	Self Paced Online  <a href="#">HRM 500</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment.  <i>5 weeks</i>	\$799	Josh Varone	2.40
Essentials of HR Law & Compliance	Self Paced Online  <a href="#">HRM 501</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment.  <i>5 weeks</i>	\$799	Stephanie Calenda	2.40



# HUMAN RESOURCES MANAGEMENT CERTIFICATE

## CONTINUED

COURSE	FORMAT	SCHEDULE	FEE	INSTRUCTOR	CEUs
Talent Acquisition & Retention	Self Paced Online <a href="#">HRM 502</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment. <i>5 weeks</i>	\$799	Josh Varone	2.40
Introduction to Total Rewards	Self Paced Online <a href="#">HRM 503</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment. <i>5 weeks</i>	\$799	Roberta Gordon	2.40
Diversity Management in Organizations	Self Paced Online <a href="#">HRM 505</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment. <i>5 weeks</i>	\$799	Eileen Kwesiga	2.40
Talent & Performance Management	Self Paced Online <a href="#">HRM 507</a>	<b>ANYTIME</b> Class begins the Sunday following enrollment. <i>5 weeks</i>	\$799	Roberta Gordon	2.40



# SHRM EXAM PREPARATION

After completing your educational requirements, this 12-week instructor led course provides soon-to-be SHRM certified HR professional with an expert, SHRM-certified instructor to answer your questions, guide you through interactive discussions, review sample test questions, and provide exclusive test-taking tips.

The national average SHRM-CP exam pass rate from the most recent testing window was 64 percent. Bryant's Exam Prep participants pass rate in the most recent testing window was 100 percent.

Now more than ever, HR is critical to our workforce. SHRM certifications are the only behavioral competency-based programs in the field. Ninety-two percent of HR executives agree that "it will be important for HR professionals to be SHRM-certified in the future." Earning one of the SHRM credentials conveys a clear message to C-suite leaders: "This HR professional is invested in their career and is ready to lead."

# HUMAN RESOURCES MANAGEMENT

## SHRM EXAM PREPARATION

Boost your chances of passing the SHRM exam on your first try.



Earn 3.6 CEUs

### Course Description

This interactive system provides a personalized roadmap that combines in-depth HR knowledge with real-life situations to help you master the material and set you up Prepare for the future of Human Resources with SHRM Certification.

Registration also includes the online and print versions of the 2022 SHRM Learning System—the official cert prep tool, now updated with questions previously used on actual SHRM Certification exams.

### Audience

Course Preparation Tools Designed for current HR professionals seeking to sit for the SHRM-CPTM or SHRM-SCPTM exam.

Designed specifically for adult learners, this for success on your exam.

### Course Information

#### HRM 139

Schedule: Twelve (12) weeks of virtual Instructor led classes, please see the Course Schedule for dates and times.

3.6 CEUs

### Outcomes

Beat the Average: Bryant University SHRM Exam Prep students consistently beat the national average pass rates for both the SHRM-CP and the SHRM-SCP certification exams. Learn from the best to be your best!

# SHRM EXAM PREPARATION

COURSE	FORMAT	SCHEDULE	FEE	INSTRUCTOR	CEUs
SHRM Exam Prep	Instructor Led via Zoom  <a href="#">HRM 139</a>	<b>FALL, 2022</b> Sep 14–Nov 30 Wed, 6PM–9PM <i>12 weeks</i>	\$1,475	Stephanie Calenda	3.60
		<b>WINTER, 2023</b> Feb 22–May 10 Wed, 6PM–9PM <i>12 weeks</i>			