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Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)

Estimated Duration (9 Hrs.)

skillsoft

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Workforce Planning and Employment: Employment Legislation

Duration: 1 Hour

- Recognize which employment situations are protected by which law
- Recognize key aspects of affirmative action plans
- Recognize activities done in the stages in the affirmative action planning process that contribute to developing an aap
- Recognize how to implement an affirmative action plan
- Describe four different types of audits used to evaluate affirmative action plans
- Match workforce assessment techniques to their examples
- Identify internal workforce assessment techniques
- Identify workforce planning techniques
- Recognize the types of factors to consider to measure the success of your organization's recruitment and sourcing efforts

Workforce Planning and Employment: Recruitment Strategies

Duration: 1 Hour

- Identify common methods for conducting a job analysis
- Identify key competencies of a position
- Identify the elements required to develop and update job descriptions
- Identify examples of essential job functions
- Use key hiring criteria terminology appropriately
- Identify guidelines for establishing hiring criteria
- Identify examples of appropriate activities to retain employees
- Identify key elements of promotional policies
- Recognize activities performed in each stage of recruitment strategy
- Recognize examples of staffing alternatives
- Describe the focus of each element of a labor market assessment

Workforce Planning and Employment: Sourcing and Selecting Candidates

Duration: 1.5 Hour

- Identify internal recruitment sources
- Identify external recruitment sources
- Sequence the steps to implement a recruitment strategy
- Identify employer marketing and branding techniques
- Describe key components developed for a selection process
- Identify the purpose of common selection tests
- Recognize the key guidelines and interview techniques for gauging the suitability of candidates
- Describe key stages involved in interviewing candidates
- Recognize types of interviewer biases
- Identify characteristics of compensation plans
- Recognize types of compensation
- Identify guidelines for extending written employment offers
- Identify examples of various types of employment contracts

Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies

Duration: 1.5 Hour

- Recognize how to help employees cope with relocation
- Identify key considerations for developing a customized relocation analysis
- Identify form i-9 compliance requirements
- Identify employment activities that can potentially lead to civil and criminal penalties
- Identify components of effective employee onboarding programs
- Recognize how to deal with challenges commonly encountered when implementing onboarding programs
- Recognize how to measure the success of employee onboarding programs
- Identify types of job-related information kept in common personnel files
- Recognize effective strategies that help drive retention
- Describe the steps to implement a retention program
- Identify examples of succession planning program assessments
- Recognize how key federal laws apply to downsizing
- Recognize common severance package benefits
- Identify key considerations when preparing for termination meetings
- Identify methods that optimize exit interviews

Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)

Duration: 1 Hour