



International Training  
Center Paris

# TRAINING SCHEDULE

*Phone: +33 6 59 26 89 09*

*E-mail: [Info@itcparis.com](mailto:Info@itcparis.com)*

*Address: 78, Avenue des Champs-Élysées, 75008 Paris*

# SHRM CERTIFIED PROFESSIONAL (SHRM-CP)

## Overview:

The SHRM Certified Professional (SHRM-CP) certification is a globally recognized credential for HR professionals who are seeking to enhance their knowledge and skills in the field. This certification is designed to validate the competency and expertise of HR professionals at a mid-level. It is based on a comprehensive set of competencies that are critical to the success of HR professionals in operational roles.

**Objectives:** The objectives of the SHRM Certified Professional (SHRM-CP) training program are:

1. Develop a thorough understanding of the SHRM-CP body of knowledge and competencies.
2. Enhance HR knowledge and skills in a variety of functional areas.
3. Learn practical approaches to designing and implementing effective HR programs and initiatives.
4. Explore innovative HR practices and their application in a variety of organizational settings.
5. Develop and apply ethical and legal principles to HR decision-making.

Throughout the training program, participants will engage in a variety of learning activities, including case studies, group discussions, simulations, and self-assessment exercises. The program is designed to provide participants with practical skills and knowledge that can be applied immediately in their current roles, as well as to enhance their HR capabilities.

# Targeted Groups:

- Entry-level HR practitioners
- HR coordinators
- HR assistants
- Early-career HR professionals
- Individuals pursuing foundational HR certification

# Planning:

## Day 1: Overview of HR and Business

- Introduction to the SHRM-CP certification and competency model
- Overview of HR and its role in business success
- Understanding the legal and ethical considerations in HR

## Day 2: Talent Acquisition and Retention

- Job analysis and job design
- Recruitment and selection techniques
- Onboarding, training, and development

## Day 3: Total Rewards and Performance Management

- Total rewards programs and compensation strategies
- Benefits administration and employee wellness initiatives
- Performance management and improvement

## Day 4: Employment Law and Compliance

- Legal considerations in HR decision-making
- Compliance with labor laws and regulations
- Creating and implementing HR policies and procedures

## Day 5: HR Strategy and Emerging Trends

- HR strategy and its alignment with organizational goals
- HR metrics and analytics
- Emerging trends in HR, such as virtual workforces, diversity and inclusion, and employee engagement.