

# PHRi

Professional in Human Resource-International  
30 April - 4 May - Jeddah



**Allan Gardner**

Allan is a seasoned International Human Resource Professional, with a diverse background encompassing the successful management of Human Resource Departments in government, manufacturing, transportation, and service industries. He has worked as HR Manager and Director for multi-national corporations in the United States, overseeing operations across the U.S., Mexico and Canada, as well as the Department of Homeland Security and Department of Energy in the U.S. government sector. For the past nine years, he has worked in the United Arab Emirates and GCC countries as an HR Consultant and Expert Trainer, specializing in HR certification programs, as well as Talent Management, Business Execution, Strategic Planning, Performance Management, Managerial and Career and Succession Planning courses.

With a unique blending of academic and practical work experience, Allan is also an adjunct faculty member for Chifley Business School at Torrens University of Australia, Swiss Business School of Zurich, and Geneva Business School, Geneva Switzerland, teaching Human Resource, Management, Business Ethics, Leadership, Negotiation, and Strategic Management courses in MBA programs throughout UAE campus locations, as well as campuses in Bahrain, Kuwait, Qatar and Saudi Arabia. His passion and energy for Human Resources, coupled with a high level of expertise and keen presentation skills, have earned Allan a distinguished reputation as a Human Resource subject matter expert as well as an effective trainer and educator.

Allan is an active member of SHRM and is a certified SHRM-SCP. He holds Human Resource Certification Institute certifications as a Professional in Human Resources (PHR) and became certified as a global Human Resource Management Professional (SPHRi) in May, 2012 following completion of the new global pilot certification program. He also holds Australian HR certification (CAHRI) as well as chartered MCIPD level membership in UK based Chartered Institute of Personnel Development (CIPD). Allan provides HR pre-certification training for SPHRi, PHRi, PHR, SPHR and CHRM programs as well as numerous specialized Human Resource topical subjects.

He received his Master's degree in Human Resource Management in 2003 from U.S. based Keller Graduate School of Management, graduating "with distinction".



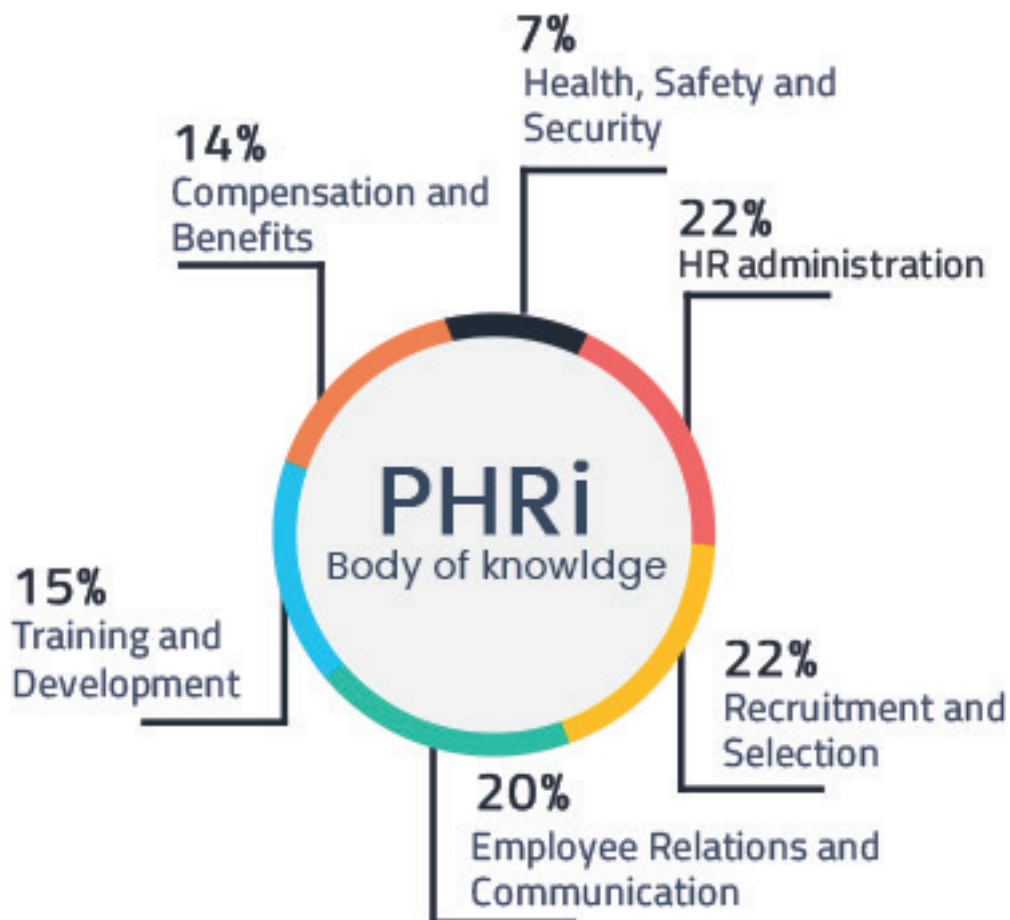
## COURSE OVERVIEW

HRCI certification is a career-long commitment that demonstrates dedication, credibility and a mastery of the principles of human resources to your employers, clients, staff members and professional peers around the globe. Certification attests to the investment you have made in your HR career and holds a recognized place in the profession. To become certified, you must meet strict professional experience and educational requirements before taking the exam. To remain certified, you must stay current in the HR profession and recertify every three years. You display your certification by putting the credential after your name.

## ABOUT

The Professional in Human Resources international credential demonstrates mastery of generally accepted technical and operational HR principles. PHRI credential is developed to validate core human resource knowledge and skills and demonstrated mastery of generally accepted Principles, independent of geographic region, from professionals practicing HR outside of the United States. Through demonstrated knowledge, the credentials enhance the credibility of HR Professionals and the organizations they serve.

## PHRI BODY OF KNOWLEDGE



## WHO SHOULD TAKE THE PHRI?

» Human Resource Professionals/ Practitioners Around The Globe That Meet The Following Eligibility Requirements:

- Have at least one year of experience in a professional-level HR position + a master's degree or global equivalent,
- Have at least two years of experience in a professional-level HR position + a bachelor's degree or global equivalent, OR
- Have at least four years of experience in a professional-level HR position + a high school diploma or global equivalent.

# PHRi Prep Course Agenda

## DAY ONE

### functional area 01

#### HR ADMINISTRATION (22 %)

Evolving role of HR  
 Strategic planning  
 Mission vision, and value  
 Defining organizational competencies  
 Strategic development and globalization  
 Organization structure  
 Global HR  
 Employee engagement  
 HR research and measurement methodologies  
 Workforce planning  
 Change Management  
 Project management  
 Quality Improvement theory and methods  
 Global legal and ethical consideration  
 Corporate social responsibility  
 Policy procedure and work rules

## DAY TWO

### functional area 02

#### Recruitment and Selection (22%)

Staffing  
 Branding and value proposition  
 Job analysis and description  
 Importance of competencies  
 Recruitment and selection process  
 Selection reliability and validity  
 Interviewing methods  
 Onboarding program  
 Metrics and yield ratios

## DAY THREE

### functional area 03

#### Employee Relations and Communication (20%)

HR communication skills and programs  
 Communication and cultural prospective  
 HR and legal consideration  
 Global legal recruitments  
 Visa and work permits  
 Employee Engagement  
 Rewards and recognition  
 Employee discipline issues  
 Managing conflict  
 Termination and exit interviews

## DAY FOUR

### functional area 04

#### Compensation and Benefits(14%)

Total rewards system  
 Internal and external Equity  
 Compensation surveys  
 International assignees  
 Job evaluation and pay structures  
 Incentive plan  
 Payroll systems  
 Benefit program and need assessments  
 Mandate and voluntary benefits  
 Retirement plans  
 Benefits and cost metrics

## DAY FIVE

### functional area 05

#### Training and Development (15%)

#### Health, Safety and Security (7%)

Adult learning principles  
 Learning styles  
 Motivational theories  
 ADDIE learning model  
 Transfer of learning  
 Performance management and evaluation  
 Career development  
 Leadership and leadership theories  
 Organizational risk analysis  
 Business continuity and disaster planning  
 Workplace safety, health risks and accident investigation  
 Protecting assets and intellectual property

## Program Investment

Dates	Fees
Before 3/4/2017	1,865 \$
After 3/4/2017	2,300 \$

## Exam Fees

PHRi Exam Fees 275 USD

## When Can I Take the Exam?

Testing for the PHRi is available year-round, subject to availability at the Prometric testing center of your choice.

