



**SHRM – Certified Professional / Senior Certified Professional**

**Course Schedule**

**Timetable: everyday from 9:00am to 1:00pm**

Day	Content	Duration	Learning modules required to learn before the Seminar
1	Welcome	15 min	<ul style="list-style-type: none"> <li>• HR Competencies</li> <li>• HR Strategic Planning</li> </ul>
	Course introduction	15 min	
	HR Competencies	90 min	
	<i>Break</i>	15 min	
	HR Competencies (cont'd)	45 min	
	HR Strategic Planning	60 min	
2	Talent Acquisition	90 min	<ul style="list-style-type: none"> <li>• Talent Acquisition</li> <li>• Employee Engagement &amp; Retention</li> <li>• Learning &amp; Development</li> </ul>
	<i>Descanso</i>	15 min	
	Employee Engagement & Retention	60 min	
	Learning & Development	75 min	
3	Total Rewards	105 min	<ul style="list-style-type: none"> <li>• Total Rewards</li> <li>• Structure of the HR Function</li> <li>• Organizational Effectiveness and Development</li> </ul>
	<i>Break</i>	15 min	
	Structure of the HR Function	60 min	
	Organizational Effectiveness and Development	60 min	
4	Workforce Management	60 min	<ul style="list-style-type: none"> <li>• Workforce Management</li> <li>• Employee &amp; Labour Relations</li> <li>• Technology Management</li> <li>• HR in the Global context</li> </ul>
	Employee & Labour Relations	60 min	
	<i>Break</i>	15 min	
	Technology Management	45 min	
	HR in the Global context	60 min	

Day	Content	Duration	Learning modules required to learn before the Seminar
5	Diversity & Inclusion	40 min	<ul style="list-style-type: none"> <li>• Diversity &amp; Inclusion</li> <li>• Risk Management</li> <li>• Spanish Employment Regulations</li> </ul>
	Risk Management	45 min	
	<i>Break</i>	<i>15 min</i>	
	Corporate Social Responsibility Spanish Employment Law & Regulations	40 min 100 min	
6	Course review	60 min	<ul style="list-style-type: none"> <li>• On-line platform exams</li> </ul>
	Exam	105 min	
	<i>Break</i>	<i>15 min</i>	
	Questions and discussion	60 min	

Note: it is advisable, but not essential, to have access to the on-line platform during the face-to-face classes, except the sixth day of training, in which online exams will be done.