

**INTERNAL SERVICES DEPARTMENT
HUMAN RESOURCES
TRAINING & DEVELOPMENT UNIT
CURRICULUM**

**SOCIETY OF HUMAN RESOURCE MANAGEMENT
(SHRM) CERTIFICATION**



CONTINUING EDUCATION UNITS (CEUs) CHART
Effective through 12/31/12

CLASS	CLASS CODE	CLASS TYPE	PHR/SPHR CEUs	CEU HOURS
Art of Public Speaking	CCP	Basic	PHR	3.25
Conflict Management Relations	CMR	PDC	PHR	2.5
Conflict Resolution Skills	CRS	Expanded	PHR	6.5
Creative Problem Solving Strategies	PROB	PDC	PHR	2.5
Cultural Diversity	CUD	Expanded	PHR	6.5
Dealing With Difficult People	DWDP	Expanded	PHR	3.25
Decisiveness	SLDP	SLDP	SPHR	3.25
Developing Others	SLDP	SLDP	PHR	3.25
Developing Performance Measures	DPM	PDC	SPHR	2.5
Documenting For Results	DOC	PDC	PHR	2.5
Employee Recognition	RECG	PDC	PHR	2.5
Engaging Employees In Changing Times	EECT	PDC	SPHR	2.5
Fair Employment Practices	FEP	Expanded	PHR	6.5
Highly Effective Teams	HET	PDC	PHR	2.5
Leadership	LEAD	PDC	SPHR	5.5
Management/Professional Performance Appraisal	MPPA	PDC	PHR	2.5
Managing Multi-Generational Employees	MGE	PDC	PHR	3.25
Marketing Your Department	MKT	PDC	SPHR	5.5
Mediating Workplace Disputes	MWD	Expanded	PHR	3.25
New Employee Orientation	NEO	NEO	PHR	6.5
Orientation to Personnel Procedures	OPP	Expanded	PHR	3.25
Proactive Performance Appraisal	PPA	Expanded	PHR	6.5
Problem Solving & Technical Credibility	SLDP	SLDP	SPHR	3.25
Progressive Discipline	DIS	Expanded	PHR	6.5
Structured Interview and Selection Techniques	STI	Expanded	PHR	6.5
Supervisory Safety	SUS I & II	Expanded	PHR	6.5
Teamwork & Group Leadership	SLDP	SLDP	PHR	3.25
The Secret Behind Motivation & Delegation	MODE	PDC	PHR	2.5
Violence in the Workplace	VIW	Expanded	PHR	6.5