

Education Opportunities



Learning has **No Limits**

Since its inception, IHRIM has played a unique role in assessing the continuing education needs of our members and those in the HR and HR systems profession by delivering training where appropriate. IHRIM educational programs enable individuals to enhance their professional skills, network with peers and share strategies for managing the ever-changing HR information management environment. Various courses are scheduled throughout the year and all courses are available for in-house offerings. Attend an IHRIM course and you'll quickly find out why at IHRIM learning has no limits.

Keeping up with HR information technology challenges those in the workforce to continually renew their skills and expand their knowledge.

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Most courses have been approved for re-certification credit hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification, please visit the HRCI home page at www.hrci.org. For a current schedule and credit hours of upcoming courses, please visit www.ihrim.org/events.

**Turn to IHRIM for the finest in education.
Visit www.ihrim.org/events for more information**

Introduction to HR Systems

Course Length 2.5 days

Since its debut in June 2000, this certificate course has become the cornerstone of IHRIM's reputation for providing world-class education. HRMS professionals, looking to jump-start their careers, have attended from around the globe and the course has been repeatedly sold-out. Attendees gain an understanding of the advantages and benefits of using technology effectively to enhance their contributions to organizational effectiveness.

Content Overview

Course content for Introduction to HR Systems Course provides an understanding of the advantages and benefits of using technology effectively to enhance your contributions to organizational effectiveness.

- HR systems Introduction
- Project management
- Systems selection
- Systems implementation
- Current trends

What You Will Learn?

- How to effectively handle the full range of issues related to evaluating, selecting, justifying, implementing, using and exploiting the potential of an HR system appropriate to your organization's needs
- How to develop your personal plan for improved use of technology

Who Should Attend?

- HR managers from organizations with limited automation and the need to implement a new system or expand the use of existing HR systems
- HR Generalists and Professionals who can't risk NOT understanding application technology competencies in their current or planned positions
- Compensation/Benefits Administrators seeking to improve systems capabilities that will assist them in the performance of their jobs

Managing HRMS: Post Implementation Issues

Course Length 1.5 days

This course is targeted to the HR and HR systems professionals who have lived through a system selection and/or implementation (or are currently going through one) and now need to understand how to manage and leverage their HRMS investment. The course is your guide for effectively managing an HR system, with particular focus on the “aftermath” of an implementation.

Content Overview

- Managing the HRMS function
- Post-implementation audit
- Marketing and communications
- Training and your HRMS
- Developing/deploying an effective reporting strategy for decision support
- Reviewing business processes for continuous improvement
- Adding new technologies
- Enhancements and upgrades

What You Will Learn?

- The continued importance of information technology in human resources
- How to increase the value-added of your HRMS to your organization
- How to effectively manage an HRMS environment, particularly after the system is live
- How to gain a better perspective on where you are today, where you are going, and the best way to get there
- How to leverage your HRMS

Who Should Attend?

HR managers and professionals who have been tasked with system implementation and on-going management.

Successful HR Systems Selection

Course Length 1 day

The complexity and variety of HR service delivery solutions have made the selection process more demanding than ever. This one day course will provide you with the tools and processes to allow you to make an intelligent decision around HR systems selection – whether you are automating for the first time or replacing an existing system. At the end of the day you should understand how to identify appropriate solutions vendors, define the scope and objectives of the project, estimate total HR systems costs and ways to justify your decision (recommendation).

Content Overview

- Project Scope definition
- Pre-Evaluation process
- Business and systems Requirements Definition
- Request for Information (RFI) Process
- Vendor selection
- Project approval

What You Will Learn?

- What's involved and the resources required in systems selection
- How to conduct a process review – both current and to be
- How to define the scope of the project
- Components to include in the RFI and vendor demonstrations
- How to narrow the field of systems solutions
- How to justify your business decision

Who Should Attend?

- HR systems professionals responsible for or involved in a system selection
- HR managers from organizations seeking to implement a new system or replace an existing one
- HR Generalists and Professionals who can't risk NOT understanding the components of systems selection in their current or planned positions

Essentials for Successful Project Management

Course Length 1 day

To effectively define, plan and manage projects and project assignments, project managers and project team members need the proper skills, tools and techniques. This one-day course delivers what you need to make your project management activities cost-effective, producing the desired results.

Content Overview

- Project management: definition, importance, key terms and the project pyramid
- Project Structure: roles and responsibilities including management, teams, stakeholders, sponsors and champions
- Project Scope: objectives, scope definition, high-level requirements and critical success factors
- Project Justification: cost, benefit and risk analysis
- Project Planning and Scheduling: constraints, deliverables and tools
- Project Communications: meetings, status reporting
- Scope management and project assessment

What You Will Learn?

- The foundation and principles of sound project management
- How to structure a project with the right personnel and set realistic timelines
- How to develop and work successfully with project teams
- How to manage the scope and evaluate the success of the project

Who Should Attend?

This seminar is designed for both the beginning project manager who wants a good foundation and the experienced project manager who wants a refresher course. It would benefit whole project teams by providing them with an understanding of the overall process and their roles. Any HR or HRS professional requiring a sound knowledge of project management will benefit from this course.

Managing Your HR Information Security Risks

Course Length 1 day

HR information management is being transformed. Technology has ushered in the age of self-service applications, portals, decision support systems, electronic signatures, wireless, and the like. Theft and compromise of HR information is a routine occurrence fueling an explosion of fraud and identity theft crimes. This and the public's growing uneasiness about privacy issues are driving the creation of new laws, regulations, and employer liabilities. Organizations are "automating" more functions, collecting more information about more people. Outsourcing, off-shoring, and the continual drive to slash overhead costs are all contributing to this transformation of HR information management. What you did three years ago to manage information about people is not sufficient now.

What You Will Learn?

- How these changes are impacting policies, procedures, responsibilities, and liabilities throughout the information life-cycle and the records management function
- How to identify specific issues and potential solutions

Bonus – Attendees will be provided with a set of assessment templates they can use back at the job, a summary of some key legal/regulatory statutes and a listing of useful information sources.

Who Should Attend?

Any HR or HR systems professional involved in the capture, use, management or dissemination of information about people have a role to play in helping to protect that information from compromise or theft. This course will highlight the role and contribution each person can make to the overall security of that information.

Managing Privacy Challenges in the Use of Employee Information

Course Length 1 day

This course is a comprehensive workshop on the new and emerging HR data privacy issues facing global and U.S. employers, including practical, up-to-date information about how organizations can successfully meet growing challenges in the use of employee personal information.

Content Overview

- Current and future workplace privacy challenges, the nature of privacy, its relationship to security and confidentiality and legal protections for privacy in the U.S., Canada, Europe and elsewhere
- Compliance alternatives available for HR, including Safe Harbor and model contracts, and discussion on how leading multi-nationals are meeting regulatory challenges
- Internationally accepted principles of fair information practice and demonstration of their use in addressing workplace privacy issues with particular attention to employee privacy policies, and surveillance of e-mail and Internet usage
- How privacy should be pro-actively designed into HR systems and applications
- Additional resources for understanding and dealing with employee issues

What You Will Learn?

- The nature and larger social context of employee privacy challenges
- How to address privacy challenges with leading-edge, best-practice approaches
- How to guide project teams and organizations through uncharted waters through insights, working knowledge and methodology

Who Should Attend?

HR and HR systems professionals who work with automated HR data and need to better understand the privacy issues surrounding storage and access of this information and gain an understanding of the legal and regulatory environment.

HR Metrics for Business Partners

Course Length 1 day

Content Overview

This seminar will help attendees understand the importance of taking ownership of human performance and HR-related metrics in their organizations. As experts in the functional areas of human resource management, business partners who understand HR metrics can move their organizations toward increased organizational effectiveness.

What You Will Learn?

- Why an understanding of metrics is critical to being a business partner
- Why some commonly used metrics (i.e., head count) have little organizational value
- What you need to know about HR practices in organizations and their influence on outcomes in order to identify appropriate metrics
- What metrics can be used (and some that need to be developed) to direct improvement efforts and what assessment approaches are possible
- How HRIS are redefining where and how organizations can use metrics

Who Should Attend?

- Any HR or HRIS manager with responsibility for developing and communicating information about the effectiveness of human capital management systems in organizations
- Anyone associated with HR or HRIS that is interested in career advancement within their organization

Change Management for HRMS Projects

Course Length 1.5 days

HRMS implementation projects can create a turbulent environment within an enterprise. Focusing on change management and providing theory and practical application, this course is aimed at minimizing the risks related to end-user acceptance and use of an HRMS and payroll system. Change management takes a proactive, structured and disciplined approach to addressing the people side of an HRMS project—the interdependence of an organization’s people, HR business processes and the technology platform to be deployed.

Content Overview

- Mission, goals and objectives of the change management process
- Critical success factors
- Team management and communications
- Sponsorship and leadership
- Business process analysis and optimization
- Organizational re-alignment
- Project/change risks in ABC company
- Risk minimization strategies
- Building a communications plan

What You Will Learn?

- The principles, methodology and deliverables of change management
- How to identify the potential risks associated with change
- How to provide solutions to improve human acceptance of change
- Managing sponsor involvement
- How to coordinate communications
- How to schedule training
- How to identify stakeholders, stakeholder groups and appropriate strategies for each

Who Should Attend?

- HRMS project managers
- Change management leads on HRMS projects
- Project team members
- Key HR stakeholders

Managing for Success: Essentials for Managing Vendor Relationships

Course Length 1 day

Content Overview

Signing a contract with a vendor for outsourcing services is often treated as the last step in the outsourcing process. However, it needs to be considered the first step in a new process – managing the ongoing relations with the vendor.

One of the most important attributes of a successful outsourcing arrangement is an understanding of the roles and responsibilities of both the company and the outsourcing service provider. Without proper guidelines, a well defined service level agreement, understanding of staff roles (both internal and external), and clear communications between the company and its outsourcer, outsourcing relationships can be doomed for failure.

What You Will Learn?

In this course, you will learn how to transition responsibilities to the service provider and manage the partnership. Topics covered include:

- Overview of HR Outsourcing
- Defining Service Levels
 - The nuts and bolts of Service Level Agreements (SLA)
 - Security arrangements
- Managing the Transition
 - Transition team management
 - HR staffing model
 - Communicating the transition
 - Managing the internal change
- Monitoring and Evaluating Performance
 - Performance Metrics
 - Negotiating when the scope of requirements change
 - Conflict resolution

Who Should Attend?

- HR professionals responsible for managing outside vendor relationships.
- HR and HRIT managers and staff who are working with outsourcing service delivery vendors or are contemplating outsourcing in the future will benefit from this course.

IHRIM Education Comes to You

IHRIM In-House Courses

IHRIM In-House Courses give your employees the opportunity to attend valuable training courses without the expense of traveling to an off-site location. You will find it may be easier, and more cost effective, for an IHRIM instructor to come to your site and teach these seminars. Your attendees participate in the same high quality learning experience offered at our public seminars, but with the convenience of being at your location. In addition, the courses can be tailored to your individual organization's needs.

Holding an IHRIM course in-house provides many benefits including:

- Discounted registration fees
- An ideal setting for team-building
- No travel expenses for staff
- Time savings as time away from office to travel to training site is minimized
- IHRIM makes speaker arrangements and provides registration materials

IHRIM Webinars

Outstanding Educational Opportunities without Ever Leaving Your Desk

IHRIM Webinars Differ from the Competition

- The focus of our webinars is providing you with an experience that is purely educational. No product sales pitches, no follow up sales calls
- Our topics are timely and designed to keep you up to speed on hot topics and issues in the area of human resource information management and systems
- Our presenters are experts in the subject matter they are teaching
- Our webinars are handled professionally from the moment you register online through the time that our professionally moderated program is complete
- Most IHRIM webinars are approved for credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI)
- We provide you with an 800 number that you can call at any time (even during the program) with registration or technical questions

Benefits of Attending an IHRIM Webinar:

- No travel expense and no downtime to and from training.
- Pay one low registration fee and have as many participants as you want on the registered line.
- Ask the presenter questions about the material via email or voice during Q&A time.
- It's easy and convenient! You just need a phone for the audio and an Internet connection so that you can watch the slide and other information on the Web. No downloads, or special hardware - a dial-up connection will work fine.

For more information on IHRIM in-house offerings or Webinars, visit www.ihrim.org or e-mail moreinfo@ihrim.org.