

“Thank you for a truly great PHR®/SPHR® preparatory course which provided me with the necessary tools to pass the HRCI, PHR® exam certification.

The expertise of the instructors, the structure of the course, study materials, rich discussions, drilling exercises, and mock exams all led to my success and notable achievements.”

**Rania Barrage**

## THE INTERNATIONAL STANDARD IN HUMAN RESOURCES CERTIFICATION

# PHR®/SPHR®



Professional in Human Resources (PHR®)  
Senior Professional in Human Resources (SPHR®)

**Enhance Your Career**

**&**

**Earn a Passport for Excellence**

Lebanese American University  
Continuing Education Program  
Beirut Campus  
Phone: 01-786456 / 464 Ext 1964  
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phr@lau.edu.lb  
<http://cep.lau.edu.lb>

### OPEN FOR

- HR Practitioner
- HR Professionals
- HR Specialists (staffing; training and development; etc.)
- Managers/supervisors
- Entrepreneurs
- Trainers

## BACKGROUND

Nowadays, the success of modern organization depends on the effectiveness and best practices of Human Resources Management. The company's ability to prosper in a continuously changing environment cannot be realized without the professional support and enhancement of its human management resources.

The preparatory course for the internationally recognized Human Resources certification is currently offered by the Continuing Education Program (CEP) at Lebanese American University (LAU). Beyond experience and education, the PHR® (Professional in Human Resources) and SPHR® (Senior Professional in Human Resources), are the two international human resources certifications that symbolize professional achievements. Through the PHR® and SPHR® designations, the HR practitioners seek a way to advance their career, prepare for increased responsibilities, and play a leadership role in supporting their organization's goals.

## WHAT WILL YOU GET OUT OF THE PHR®/SPHR® PROGRAM?

- A structured and rigorous coverage of best practices in Human Resources
- An approach to managing the intellectual capital of the corporation
- A stimulating and challenging pace that culminates with a certification exam
- For successful candidates, a world acknowledged certificate that enhances their existing career or creates opportunities for a new one

## EARN DUAL PROFESSIONAL CERTIFICATES

- 1- The LAU Certificate will be in function of active class participation which will include attendance, homework and mock exams
- 2- For successful candidates, the world acknowledged PHR®/SPHR® designation that enhances existing career or creates opportunities for a new one

## WHO SHOULD ATTEND?

HR Professionals with BA/BS with at least 2 years experience

## PROGRAM BENEFITS

- LAU faculty - PHR®/SPHR® designation holders
- Follow-up on result delivery
- Small-sized classrooms with direct interaction with the participants
- Quality control program implementation
- Flexible course schedule
- Computerized testbank for the participants
- Multi-stage mock exams
- Faculty office hours

## EXAM WEIGHT AND COURSE DURATION

	Exam Weight (%)		Course Number of Hours (including 6 drilling Sessions)	Optional Extra Drilling Number of Hours
	PHR	SPHR		
Business Management and Strategy	11%	30%	21	10
Workforce Planning and Employment	24%	17%	21	10
Human Resource Development	18%	19%	15	8
Compensation and Benefits	19%	13%	18	10
Employee and Labor Relations	20%	14%	18	10
Risk Management	8%	7%	12	6
<b>Total</b>			<b>105</b>	<b>54</b>

## DURATION

- 29 Study Sessions (3 hours /session)
- 6 Drilling Sessions (3 hours /session)
- Multiple Live Exam Preparations
- A typical exam day practice session

## TUITION FEE

PHR/SPHR Course (includes 6 drilling sessions) \$ 2,940

Tuition Fee includes

- Free one day workshop on the Lebanese Labor Law
- 6 In-class drilling sessions
- 6 Multiple live exam preparations
- Study Guides
- Testbank
- Flash Cards

## SPECIAL DISCOUNTS UP TO 20% ARE AVAILABLE FOR:

- Early Registration
- Corporate and Banks Group
- LAU students and Alumni

*Deferred payment is available through LAU. Ask the CEP office for details.*

## REFUND POLICY:

After enrollment, if a student withdraws for a valid\* reason, the money will be refunded according to the following procedure:

- 100% Refund prior to course delivery.
- 70% Refund for any drop during the first week of classes.
- 0% Refund thereafter.

\*Examples of a valid reason include force majeure, health issue, or a major change in work conditions, etc ..