

**REGISTER TODAY! Central Virginia Community College's**  
**SHRM Essentials of Human Resources Virtual "Live" 4-Week Course**

**Monday's - June 7, 14, 21, and 28 (6:00 PM – 9:00 PM)**

*HR Professional Can Earn Up to 12 SHRM Professional Development & Recertification Credits*

**SHRM Essentials of Human Resources**

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. The SHRM Essentials of Human Resources course is not designed for certification preparation.

CVCC's course combines guidance of an instructor with the SHRM Essentials of Human Resources offering students a solid foundation in key human resource topics to gain:

- Foundational knowledge about recruiting, hiring, performance management, compensation, and their legal impact.
- Behavioral competencies that can improve judgement and decision making.
- Practical experience through tools and resources to improve your job performance.

**Participant Materials**

The SHRM Essentials of Human Resources (formerly SHRM Essentials of HR Management) provides participants with knowledge and skills that can be used immediately. The course addresses six key human resource subjects in a user-friendly format designed to give an effective learning experience. Participant materials include:



Participant's Reference Book covers six topics that are contained in one book for easy reference:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| Module 1: Human Resources        | Module 2: Talent Acquisition     |
| Module 3: Total Rewards          | Module 4: Learning & Development |
| Module 5: Performance Management | Module 6: Employment Law         |

The Participant's Activities Book includes: Classroom slides with notes section and Application activities.

**Interactive Software**

Each participant receives access to the following online tools:

- Pre-test to gauge current knowledge
- An innovative study plan to guide learning
- Module-specific test for each module
- Glossary of key terms
- Post-test to assess learning gain
- Case study featuring real life scenarios to apply concepts learned throughout the course
- Access to the online Resource Center offering HR updates, a feedback feature, and links to valuable resources
- Access to individual and group reports to measure progress and learning gain.

## Instructor Biography

Shameka Davenport, Ph.D. educational background includes a Bachelor of Arts in Sociology from Lynchburg College, a Master's degree in Management/Human Resource Management from the University of Phoenix, and a Doctorate of Philosophy in Applied Management and Decision Sciences with an emphasis in Leadership and Organizational Change from Walden University. She also holds two professional certifications – IPMA-SCP and SHRM-SCP through the International Public Management Association for Human Resources and the Society for Human Resource Management, respectively.

Dr. Davenport began working in human resources in 2004 as a Benefits Administrator and then moved to a Human Resource Generalist. She also served as a Director of Human Resources. Throughout her career in HR, she completed multiple projects including salary surveys, updating the paid time off policy, reviewing and updating the employee handbook, reviewing succession management initiatives, to name a few. She has experience strategically closing a state institution. Additionally, she has taught several human resources courses with topics ranging from HR management to labor relations. She is a member of the Society for Human Resource Management (SHRM) and has served on the VASHRM State Council and Lynchburg Regional SHRM board in the past. Her goal is to share the knowledge she has learned working through projects and to help HR and business professionals succeed with their goals.

**Instructor: Shameka Davenport, Ph. D., SHRM-SCP, IPMA-SCP**

**Dates: Monday's - June 7, 14, 21, and 28**

**Class Time: 6:00 PM – 9:00 PM**

**Location: Virtual Live** (*Class sessions recorded*)

**Cost: \$499 per person** (*Includes SHRM/Holmes Corporation Participant Kit with Print Materials & Interactive Software, valued at \$230*)

**Registration Link:** <https://tinyurl.com/1uk6oh6z>



**Central Virginia Community College is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP® and recertification credit hours. This program is valid for 12 PDCs for the SHRM-CP® or SHRM-SCP®.**

**Contact CVCC's Office of Workforce Development at (434) 832-7607 or [workforce@centralvirginia.edu](mailto:workforce@centralvirginia.edu) to learn how to register!**



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