



# **PHRi Exam Prep: Business, Talent, Rewards & Relations**

18 – 22 April 2027  
Accra

## PHRi Exam Prep: Business, Talent, Rewards & Relations

**Ref:** 103600596\_106953 **Date:** 18 – 22 April 2027 **Location:** Accra **Fees:** 4100 Euro

### Course Overview:

PHRi Exam Prep: Business, Talent, Rewards and Employee Relations is a practical corporate training course for HR professionals preparing for the Professional in Human Resources International PHRi exam. The course follows the PHRi Exam Content Outline and focuses on business management, workforce planning, talent acquisition, learning and development, total rewards, employee engagement, employee and labor relations, and HR information management.

This PHRi Exam Preparation Course helps participants understand key HR responsibilities through workplace examples, exam-style questions, case discussions, and practical review activities. It supports professionals seeking PHRi Certification Training, International HR Certification Training, Global HR Management Training, or Human Resources Certification Training.

Participants will learn how to apply HR concepts to business decisions, compliance issues, workforce data, employee relations, rewards programs, and HRIS practices. The course is not only designed for exam preparation but also for improving daily HR performance in international and corporate environments.

### Target Audience:

- HR Officers and HR Specialists
- HR Generalists and HR Coordinators
- HR Business Partners
- Recruitment and Talent Acquisition Specialists
- Compensation and Benefits Officers
- Employee Relations Specialists
- Learning and Development Coordinators



## **Targeted Organizational Departments:**

- Human Resources
- Talent Acquisition
- Learning and Development
- Compensation and Benefits
- Total Rewards
- Employee Relations
- HR Operations
- Workforce Planning

## **Targeted Industries:**

- Government and Public Sector
- Banking and Financial Services
- Telecommunications
- Healthcare
- Education
- Manufacturing
- Retail
- Technology
- Construction and Engineering
- Logistics

## **Course Offerings:**

By the end of this course, participants will be able to:



- Understand the PHRi Exam Content Outline and its main knowledge areas.
- Apply Business Management for HR Professionals concepts to support organizational goals.
- Interpret HR metrics such as attrition, time-to-hire, diversity hiring, training ROI, and turnover.
- Explain workforce planning, recruitment, selection, onboarding, and employee integration.
- Apply Workforce Planning and Talent Acquisition Training concepts to hiring scenarios.
- Support learning and development, career development, coaching, and succession planning.
- Understand Total Rewards Management Training concepts including compensation, benefits, recognition, and leave programs.
- Support employee engagement, performance management, and employee lifecycle activities.
- Apply Employee and Labor Relations Training concepts to complaints, conflict, policies, safety, and workplace compliance.
- Use HR Information Management Training concepts for HRIS, records, reporting, data integrity, and access control.
- Prepare for PHRi Certification Exam Prep through case-based review and exam-style questions.

## Training Methodology:

This PHRi Exam Prep Training course uses a practical and exam-focused approach. Each day combines short lectures, guided discussions, HR case studies, group exercises, and review questions based on the PHRi Exam Content Outline.

Participants will analyze real HR scenarios covering recruitment, employee complaints, rewards communication, performance issues, HR data, compliance, and HRIS practices. The course focuses on understanding the logic behind HR decisions, not memorizing terms only.

Activities include workforce planning exercises, HR analytics examples, employee relations case reviews, policy interpretation tasks, and exam-style practice questions. Group work and feedback sessions help participants clarify difficult topics and improve confidence.

The methodology supports both exam readiness and workplace application, making the course suitable for PHRi Certification Training, HR Management Certification Course preparation, and broader HR Professional Development Training.

## Course Toolbox:

Note: Tools are not provided as software. The course provides insights, examples, templates, and sample tools relevant to the course where required.



- PHRi exam domain map
- Study planning checklist
- HR risk scenario examples
- HR metrics worksheet
- Workforce planning checklist
- Recruitment lifecycle example

## Course Agenda:

### Day 1: PHRi Exam Structure and Business Management

- **Topic 1:** Overview of the PHRi Exam Content Outline and exam domain weightings
- **Topic 2:** HR's role in business management, strategy, and organizational performance
- **Topic 3:** Understanding business environment, industry practices, and stakeholder needs
- **Topic 4:** Identifying HR risks, compliance gaps, workplace threats, and mitigation actions
- **Topic 5:** Supporting organizational culture, ethics, values, inclusivity, and employer branding
- **Topic 6:** Using HR analytics for attrition, hiring, diversity, training ROI, and improvement
- **Reflection & Review:** Review business management cases and PHRi-style exam questions

### Day 2: Workforce Planning and Talent Acquisition

- **Topic 1:** Workforce planning and talent needs analysis
- **Topic 2:** Legal and ethical hiring requirements in international HR practice
- **Topic 3:** Sourcing methods, job boards, referrals, agencies, social media, and job fairs
- **Topic 4:** Recruitment lifecycle, interviews, job offers, background checks, and onboarding
- **Topic 5:** Job descriptions, skills assessments, orientation, and employee integration
- **Topic 6:** Recruitment metrics including time-to-hire, time-to-fill, and sourcing quality
- **Reflection & Review:** Review talent acquisition cases and PHRi exam-style questions



### **Day 3: Learning, Development, and Succession Planning**

- **Topic 1:** Learning and development responsibilities in the PHRI exam
- **Topic 2:** Career development, learning plans, coaching, mentoring, and professional growth
- **Topic 3:** Training program delivery, evaluation, feedback, and outcome measurement
- **Topic 4:** Succession planning data, performance results, turnover, and skills assessments
- **Topic 5:** Compliance, safety, HR systems, benefits, and inclusivity training programs
- **Topic 6:** Linking learning and development to engagement, retention, and business performance
- **Reflection & Review:** Review L&D scenarios and key PHRI exam concepts

### **Day 4: Total Rewards and Employee Engagement**

- **Topic 1:** Total rewards, compensation, payroll, recognition, incentives, and benefits
- **Topic 2:** Leave programs, health plans, retirement plans, EAPs, and insurance benefits
- **Topic 3:** Non-monetary rewards, flexible scheduling, remote work, and workplace amenities
- **Topic 4:** Pay equity, benchmarking, salary bands, status changes, and rewards communication
- **Topic 5:** Employee engagement surveys, focus groups, wellness activities, and ERGs
- **Topic 6:** Performance reviews, promotions, recognition, coaching, corrective action, and PIPs
- **Reflection & Review:** Review rewards and engagement cases with PHRI-style questions

### **Day 5: Employee Relations and HR Information Management**

- **Topic 1:** Employee and labor relations principles in union and nonunion workplaces
- **Topic 2:** HR compliance, employee handbooks, SOPs, attendance, expenses, and policies
- **Topic 3:** Complaints, investigations, documentation, escalation, and grievance handling
- **Topic 4:** Workplace safety, privacy, harassment, discrimination, and employee rights
- **Topic 5:** HRIS, employee records, status changes, salary changes, and workforce reporting
- **Topic 6:** Data security, access permissions, data accuracy, integrity, and HR information management
- **Reflection & Review:** Final review of business, talent, rewards, relations, and HRIS topics

### **FAQ:**

#### **What specific qualifications or prerequisites are needed for participants before enrolling in the course?**

Participants should have basic HR knowledge or experience in HR operations, recruitment, employee relations, compensation and benefits, HRIS, or learning and development. The course is suitable for professionals preparing for the PHRI exam or seeking international HR certification training. Participants planning to sit for the official exam should check HRCI eligibility requirements before registration.



## **How long is each day's session, and is there a total number of hours required for the entire course?**

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans five days, approximately 20-25 hours of instruction.

## **Is this course only for exam preparation?**

No. The course is designed for PHRi exam preparation and practical HR development. It follows the PHRi Exam Content Outline, but it also helps participants apply HR knowledge to business decisions, hiring, rewards, employee engagement, employee relations, compliance, and HR information management.

## **How This Course is Different from Other PHRi Exam Prep Courses:**

This course is different because it connects PHRi exam preparation with real HR practice. Instead of only reviewing definitions, participants work through practical HR scenarios, short case studies, and exam-style questions.

The course follows the PHRi Exam Content Outline and covers the main domains tested in the exam: business management, workforce planning and talent acquisition, learning and development, total rewards, employee engagement, employee and labor relations, and HR information management.

Participants learn how to think through HR decisions, identify risks, interpret workforce data, support compliance, manage employee relations, and connect HR work to business results. This makes the course useful for both PHRi Certification Training and HR Professional Development Training.

The course is also practical for organizations because it strengthens HR capability while preparing participants for certification. It supports better HR judgment, stronger policy application, improved employee lifecycle management, and clearer understanding of international HR practices.