

## HRPA CKE 1 & 2 Preparation Program

### Sessions by Competency Area

#### Session 1

##### **INTRODUCTION**

Overview of competency areas to be covered, session and exam format, and expectations.

##### **Competency Area:**

##### **PROFESSIONAL PRACTICE (27)**

A cluster of competencies related to the ability to conduct oneself in a professional manner and to exhibit high levels of professionalism in all contexts and situations.

#### Session 2

##### **Competency Area:**

##### **STRATEGY (22-23)**

A cluster of competencies related to the ability to think and act strategically in regards to organizations, business, and the HR function.

**Competency Area:** *Please note this area will be covered throughout the different sessions.*

##### **ORGANIZATIONAL EFFECTIVENESS (31-32)**

A cluster of competencies related to using the levers available to HR professionals to maximize the performance of organizations, teams, and individuals within the context of executing the organization's strategy.

#### Session 3

##### **Competency Area:**

##### **WORKFORCE PLANNING AND TALENT MANAGEMENT (31- 32)**

A cluster of competencies related to the recruitment and deployment of human resources within an organization.

#### Session 4

##### **Competency Area:**

##### **LEARNING AND DEVELOPMENT (22-23)**

A cluster of competencies related to the optimization of the ability of the organization, teams, and individuals to acquire and put to use new competencies.

##### **Competency Area:**

##### **LABOUR AND EMPLOYEE RELATIONS (22-23)**

A cluster of competencies related to managing the relationships between employer and employees.

**Session 5**

**Competency Area:**

**TOTAL REWARDS (22-23)**

A cluster of competencies related to the management of rewards within an organization in a manner that maximally supports the execution of organizational strategy.

**Competency Area:**

**HEALTH, WELLNESS, AND SAFE WORKPLACE (18)**

A cluster of competencies related to the creation and maintenance of healthy and safe workplaces.

**Session 6**

**Competency Area:**

**HUMAN RESOURCES METRICS, REPORTING, AND FINANCIAL MANAGEMENT (27)**

A cluster of competencies related to the ability to collect, manage, and synthesize information relevant to the management of human resources and the ability to incorporate financial analysis in the making of decisions about HR investments.

**Session 7**

Review

**Session 8**

Mock Exam (2 hours)