



## Strategic Business Partner (A-Z) Course Syllabus

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The Close Group

**Dates: February 21st – April 25th, 2007** ❖ Wed

6:00-9:15 p.m.

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### Certificate of Completion for 30 hours of Recertification credit

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**A) Course Description:** This course covers key areas of strategic planning at the organization level and the strategic alignment of key HR processes. The purpose of this course is to introduce students to the concepts of strategic planning and implementation in organizations with a focus on the impact of strategic decisions and the impact at the application level. This course will enable students to understand the interactive role of facilitating strategic organizational change and serve as a business partner by including competition, customer needs, internal organizational structure and employee needs.

**B) Course Objectives:** Participants will be able to serve as a strategic business partner and facilitate strategic change.

**C) Student Expectations:** Participants are expected to attend each class session. If you are unable to make a session, you are expected to make arrangements with the instructor to make up the course content. Participants are also expected to complete and turn in all of the application exercises, complete all tests, and participate in class activities. Students will receive a certificate of completion.

#### Class participation:

- Evidence of careful preparation of cases, and oral presentation of class members.
- Clarity and conciseness of recommendations.
- Strong and convincing quantitative and qualitative analysis and support recommendations.

#### Personal strategic plan:

**Format:** Executive Summary in accordance with the Business Case and Action Plan Guidelines

- **Background information:** -Factual information that applies to the issue and recommendations
- **Recommendations:** must be directly responsive to the cause or strategic initiative
- **Summary and conclusions:** A summary of background, issue and recommendations
- **Action plan:** a plan of action directly addressing the cause stated in the issue statement.

Assignment due on the assigned date.

#### Final Project

##### Strategic partner in action:

The executive summary and action plan will be completed as individual or a team of 2-3 students, utilizing the business case guidelines. The completed project is due on the last day of class.

#### **E) Text and/or Required Reading List:**

Rothwell & Kazanas 2003 **Planning & Managing Human Resources**, HRD Press

Close 2006, **Strategic Solutions Toolkit**, Snow Creek Publishing



**Strategic Business Partner (A-Z)**  
**Creating a New Mindset**

The course will help you create a very clear picture of how you can provide more value to your business and generate the right solutions to address the challenges found in today's business environment. The course provides practical insights, knowledge, skills and the application necessary to help organizations and individuals achieve their goals one day at a time.  
**This is a 10-week course designed to be a roadmap for becoming a strategic business partner.**

Instructor: Amanda Close MBA, CPT, SPHR (206) 782-1254, [aclose@drizzle.com](mailto:aclose@drizzle.com)

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**Course Outline**

<b>Date</b>	<b>Topic</b>	<b>Assignment</b> (To be completed before the next session)
Session 1 Feb 21 <sup>st</sup>	Introduction to strategic planning and Personal application	For session 2: P&M HR pgs 1-31, 175-205 Strategic Solutions Toolkit
Session 2 Feb 29 <sup>th</sup>	Knowing the business and the environment	For session 3: P&M HR pgs 41-48, 267-284 Strategic Solutions Toolkit
Session 3 Mar 7 <sup>th</sup>	Being an “internal consultant”: creating the moment and maximizing it. In-class simulation	<b>DUE: Personal strategic plan and presentation</b> For session 4: Communication Works! P&M HR pgs 477-503
Session 4 Mar 14 <sup>th</sup>	Know your audience: Interpersonal dynamics WIFM to your advantage	For session 5: Strategic Solutions Toolkit
Session 5 Mar 21 <sup>st</sup>	Facilitation: Have a method and toolkit and get “out of the box” results In-class simulation	For session 6: P&M HR pgs 373-389
Session 6 Mar 28 <sup>th</sup>	Facilitate with the end in mind, create a plan of action to achieve the objective. Anticipate barriers and build in feedback loops	For session 7: P&M HR pgs 333-348, 393-409
Session 7 Apr 4 <sup>th</sup>	Aligning operation processes Process improvement techniques In-class simulation	For session 8 P&M HR pgs 209-255
Session 8 Apr 11 <sup>th</sup>	Conducting HR Supply and Demand analysis	For session 9: P&M HR pgs 267-284
Session 9 Apr 18 <sup>th</sup>	Aligning HR infrastructures: Performance Management	For session 10: P&M HR pgs 451-466, 507-525
Session 10 Apr 25 <sup>th</sup>	Aligning HR infrastructures: Compensation Communicating and managing the change	<b>Due: Strategic Partner in Action Papers and Presentations</b>