



Strategic Business Partner (A-Z) Course Syllabus

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The Close Group

Dates: Sept 15th – Nov 17th, 2009 ❖ Tuesday ❖ 6:00-9:15 p.m.

Certificate of Completion for 30 “strategic” of Recertification hours

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.

Assignments:

- Personal strategic plan
- Strategic partner in action

E) Text and/or Required Reading List:

Rothwell & Kazanas 2003 **Planning & Managing Human Resources**, HRD Press
Close 2006, Strategic Solutions Toolkit, Snow Creek Publishing

Date	Topic	Assignment (To be completed before the next session)
Session 1 Sept 15	Introduction to strategic planning and Personal application	For session 2: P&M HR pgs 1-31, 175-205 Strategic Solutions Toolkit
Session 2 Sept 22	Knowing the business and the environment	For session 3: P&M HR pgs 41-48, 267-284 Strategic Solutions Toolkit
Session 3 Sept 29	Being an “internal consultant”: creating the moment and maximizing it. In-class simulation	DUE: Personal strategic plan and presentation For session 4: P&M HR pgs 477-503 Communication Works!
Session 4 Oct 6	Know your audience: Interpersonal dynamics WIFM to your advantage	For session 5: Strategic Solutions Toolkit
Session 5 Oct 13	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 Oct 20	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 Oct 27	Aligning operation processes Process improvement techniques In-class simulation	For session 8 P&M HR pgs 209-255
Session 8 Nov 3	Conducting HR Supply and Demand analysis	For session 9: P&M HR pgs 267-284
Session 9 Nov 10	Aligning HR infrastructures: Performance Management	For session 10: P&M HR pgs 451-466, 507-525
Session 10 Nov 17	Aligning HR infrastructures: Compensation Communicating and managing the change	Due: Strategic Partner in Action Papers and Presentations