



Strategic Business Partner (A-Z)
Course Syllabus

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The Close Group
With CEU/CR offered through
Seattle Pacific University

Dates: Sept 13th-Nov 15th, 2006 Wed

Class Location: Prezant Associates 1730 Minor Avenue Suite 900 Seattle, Washington 98101
6:00-9:15 p.m.

Certificate of Completion for 30 hours of Recertification credit

CEU: 3.0 CEU's/3.0 CR

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.

D) Grading Criteria and System and/or Evaluation Activities: Grading

Grades shall be based on the following:

Table with 4 columns: Activity, Percentage, Grade Range 1, Grade Range 2. Rows include Class participation (40%), Personal strategic plan (25%), Final Project (25%), Presentation of project (10%), and Total (100%).

GRADING SCHEME

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: 2 points-Factual information that applies to the issue and recommendations

- **Issue statement:** 2 points-The issue must contain symptoms and causes
- **Recommendations:** 2 points-must be directly responsive to the cause or strategic initiative
- **Summary and conclusions:** 2 points-A summary of background, issue and recommendations
- **Action plan:** 2 points- a plan of action directly addressing the cause stated in the issue statement.

Assignment due on the assigned date. Late assignments will be penalized 25%.

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. Late papers will be penalized 25%.

The Final paper will be evaluated based on the following criteria:

Content	10points
Format and power point	5 points
Presentation	5 points
TOTAL -	<u>20 points</u>

E) Text and/or Required Reading List:

Rothwell & Kazanas 2003 **Planning & Managing Human Resources**, HRD Press
 Rand, 2001 **Thinking and Acting Strategically**, Pearson Custom 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

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Course Outline

Date	Topic	Assignment (To be completed before the next session)
Session 1 9/13/06	Introduction to strategic planning and Personal application	For session 2: P&M HR pgs 1-31, 175-205 Thinking & Acting pg 1-13
Session 2 9/29/06	Knowing the business and the environment	For session 3: P&M HR pgs 41-48, 267-284 Thinking & Acting pgs 84-89
Session 3 9/27/06	Being an "internal consultant": creating the moment and maximizing it. In-class simulation	DUE: Personal strategic plan and presentation For session 4: Patterns of thinking: take the test and bring to class 10/5☺ P&M HR pgs 477-503
Session 4 10/4/06	Know your audience: Interpersonal dynamics WIFM to your advantage	For session 5: Thinking & Acting pgs 15-25, 92-113
Session 5 10/11/06	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 10/18/06	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 10/25/06	Aligning operation processes Process improvement techniques In-class simulation	For session 8 P&M HR pgs 209-255
Session 8 11/1/06	Conducting HR Supply and Demand analysis	For session 9: P&M HR pgs 267-284
Session 9 11/8/06	Aligning HR infrastructures: Performance Management	For session 10: P&M HR pgs 451-466, 507-525
Session 10 11/15/06	Aligning HR infrastructures: Compensation Communicating and managing the change	Due: Strategic Partner in Action Papers and Presentations