



DIPLOMA IN HUMAN RESOURCE MANAGEMENT

COURSE DESCRIPTION

The Diploma HR program provides participants an opportunity to build, develop and utilize capacities relevant to their knowledge to effectively manage their needs in the human resource (HR) field. It is also suitable for participants who “want to shift to HR” from related or unrelated fields, as well as managers who wish to develop their abilities in managing people. The Diploma in Human Resource Management (HRM) is specially designed to develop practical skills across a range of HR activities and to ensure that participants have an understanding of modern HRM practices. An ideal HR career start-up program for entry-level HR Jobs in the industry.

DURATION: 2 Months / 270 Hrs

ACCREDITATION: Skill Development Council Canada

DELIVERY: FACE TO FACE / VILT

LANGUAGE: English



Skill Development Council Canada

LEARNING OBJECTIVES

UPON COMPLETION OF THIS COURSE, LEARNERS WILL BE ABLE TO:

- Participants will be able to equip with a wide range of HRM global concepts, allowing them to achieve an in-depth understanding of the fast-developing field.
- Learn procedures, concepts, and theories associated with practical HR issues in modern organizations to become a responsible human resource manager/ HR officer.
- Learn to manage change within an organization and will be able to demonstrate the best ways to manage employees.
- Develop practical skills across a range of HR activities
- Ensure that participants have an understanding of modern HRM practices
- Understand how to manage people at work in an effective manner to meet an organization's strategic objectives

AUDIENCE

This course is designed for:

- HR Manager
- Chief Human Resources Officer
- Director Human Resources
- Director /Manager of Talent Management
- Employee and Labor Relations Consultant/ Officer
- Employee Relations Specialist
- HR Generalist
- Human Resources Payroll and Benefits Specialist
- Organizational Development Specialist
- Recruiting and Sourcing Coordinator
- Talent Acquisition Manager
- Training and Technical Assistance Coordinator
- Human Resource Consultant





DIPLOMA IN HUMAN RESOURCE MANAGEMENT

COURSE CERTIFICATION

- This course is approved and certified with “Skill Development Council Canada” | HSEQ Professional is an approved training partner with SDCC (learning partner code: 1105), Issue certificate can be verified from the SDCC website.

COURSE CONTENTS:

- ❑ **Module-1 Human Resource Management – Role of Modern HR**
 - Organization Structure & Culture
 - Selection and recruitment Techniques
 - Compensation & Benefits
- ❑ **Module-2 Training & Development – HR as Strategic Partner**
 - Training (Learning) & development and Talent Management
 - Employee engagement and retention
 - Communication in HRM
 - Employee Motivation
 - Managing Employee Performance
- ❑ **Module-3 Policies, Procedures and Operations of HR**
 - Ethics, legal and Regulatory consideration in HR
 - Policies and Procedures of HR
 - Respecting Employees and Managing Discipline
 - HR Operation/MIS/Human resource information system HRIS Introduction
- ❑ **Module-4 Ensuring the HSE, Legal & social compliance at the workplace**
 - What workplace health & safety.
 - What is risk assessment, How to conduct risk assessment.
 - What are the legal laws applicable to the HR department
 - How to ensure social compliance at the workplace
 - Benefits to ensure good HSE & compliance system at the workplace.
- ❑ **Module-5 Leadership in HR**
 - Leading the Change Process
 - Coaching and Counseling
 - Managing Employee Relations
 - Role of Modern HR in Occupational Environment, Health & Safety
 - Industrial Relation Management
 - Final Project

COURSE METHODOLOGY:

This is a highly interactive training program, based on technical discussions, Instructor-led classroom presentations, case studies, exercises, and discussions on major process-related accidents around the world. Finally, candidates will be evaluated through, 1 Hour online exam and a take final project to successfully complete the training program.

