

Certified Human Resources Manager



INTRODUCTION

What is Human Resource Management and Why it is Important – This is the basic and introductory topic introduced on this professional program.

The IPM Certified Human Resource Manager aims to tackle the key areas involving to human resource management. From Equal Opportunity and Law, Job Analysis, Recruitment process and Selection, Employee Training and Development, Benefits, Rights until Maintaining Health and Safety workplace environment.

The “people” or personnel aspects of management jobs involve conducting job analyses; planning labor needs and recruiting job candidates; selecting job candidates; orienting and training new employees; managing wages and salaries; providing incentives and benefits; appraising performance; communicating; training and developing managers; building employee commitment; being knowledgeable about equal opportunity, affirmative action, and employee health and safety; and handling grievances and labor relations.

Each topic interacts with and affects the others, and all should fit with the employer’s strategic plan. All topics in this program will be tackled in depth and students will be given case studies to work-on, group and individual activities to enhance their skills and understanding and assessments to monitor their progress all throughout the program.

Target Audience

The course is intended for HR Manager, Supervisor and Staff who would like to enhance their skills, update the knowledge, information about labor law, employees' and employer's rights and obligation.

Course Contents

Part 1: Introduction

Part 2: Recruitment and Placement

Part 3: Training and Development

Part 4: Compensation and Employee Relations