

CHRM (Certified Human Resource Manager) Course Outline

CHRM designation is designed by **HRMI** for HR practitioner's candidate or employed in middle/senior-level Management, Full- or part-time. CHRM program equips the participants with appropriate knowledge, skills and techniques to perform human resource functions and responsibilities in organization. CHRM professional program is designed to provide an advance level knowledge, for management of human resources in an organization. It offers good blend of theories, practices and case studies in the management of human resources to meet the growing demand for competent HR Professionals. The program has been endorsed by HRMI Global HR Leaders and past graduates have attained successful careers in the industry.

Classroom training based on practical application on assignments/project after every session.

COURSE CONTENT:

Strategic Human Resource Management

- Introduction
- Significance of HRM
- Objectives of HRM
- Functions of Human Resource Management
- Modes of Strategic Human Resource Management
- Strategic Planning and Human Resource Practices
- Limitations of HRM
- Career in Human Resource Management

Strategic Human Resource Planning (SHRP)

- Purpose of Strategic Human Resource Planning
- Methods used for Human Resource Planning
- Strategic Human Resource Planning Process
- Difficulties in Human Resource Planning
- Prerequisites for successful Human Resource Planning
- Integrating Human Resource Planning into Strategic Planning

Recruitment of the Right Resources

- Job Analysis
- Job Design
- Job Description
- Job Specifications
- Job Evaluation
- Quality of Work Life and Quality Circle

Recruitment and Selection

- Introduction
- Theories of Recruitment
- Stages of an Effective Recruitment Process
- Sources of Recruitment
- Recruitment Policies
- Equal Employment Opportunity
- Employee Selection
- Techniques of Selection
- Induction / Orientation
- Placement

Training and Development

- Nature and Importance of Training
- Methods of Training
- The Training Process
- Role of trainer
- Human Resource Development

Performance Appraisal

- Objectives and Strategies for Performance Appraisal
- Methods of Performance Appraisal
- Performance Review Interview
- Process of Performance Appraisal
- Benefits of Performance Appraisal

Change Management

- Reasons for Change
- Types of Organizational Change
- McKinsey's 7-S Model
- Process of Change
- Challenges in Change

Career and Succession Planning

- Significance of Career Planning and Progression
- Career Anchors and Stages
- Features of Career Planning
- Process of Career Planning
- Problems in Career Planning
- Career Planning versus HRP
- Succession Planning – Features and Scope
- Major Factors affecting Career Progression
- Important Terms

Compensation Management

- Concept of Compensation

- Job Evaluation and Compensation
- Concept of Wage, Salary and Fringe Benefits
- Employee Stock Options
- Negotiating at Work
- Employee Health and Safety

Trends in HRM

- Human Resource Information Systems (HRIS)
- Industrial Relations
- International Strategic Human Resource Management
- Knowledge Management

Corporate Social Responsibility

- Introduction
- CSR Activities
- Rationale for CSR
- Drawbacks of CSR

Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.



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