

TRAIN WITH US



# MASTERS IN HUMAN RESOURCE MANAGEMENT



*12 MONTHS PROGRAM  
INCLUDING REAL TIME  
CASE STUDIES*

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## COURSE OVERVIEW

This Masters is suitable for those at the start of a career in human resources (HR) or hoping to enter the HR profession and for line managers. This course will deepen your understanding of HR management and strategy, while building the specialist skills essential for practitioners. You will address business and change management issues and work at a strategic level; and explore issues such as employee relations, employee engagement, learning and development, employee resourcing and talent management. There is a strong emphasis on practice-based learning, and you will examine international and comparative practice - preparing you for work in the global economy. You will also evaluate the relevance of research and theory in relation to practice improvement.

## KEY FEATURES OF THE COURSE

- Suitable for those at the start of their HR career or aspiring to enter the HR profession.
- Explores the role of the HR professional, the nature of professionalism and approaches to addressing ethical dilemmas.
- Develops people management skills such as interviewing, coaching, managing conflict and managing performance.

# Module 1: Human Resources Core Knowledge

This module focuses on key skills, functions, and activities related to the human resources profession. Human resources concepts and applications are examined, as well as ethics and professional standards that every organization should follow. Critical administrative functions, such as maintaining organizational documentation, and financial and vendor management are addressed, as well as how to effectively gauge employee attitudes and opinions. Technologies and tools used to support HR activities such as information systems, forecasting strategies, project management approaches, and risk-management techniques are also discussed. They have the following subjects:

1. Skills, Concepts, and Tools
2. Human Resources Core Knowledge: Functions and Activities
3. One Real Time Case Study
4. Final Exam

## Module 2: Human Resources Development

This module focuses on one of the most important, yet challenging, tasks for HR professionals is ensuring competencies and skills align with and support organizational objectives. This path examines Human Resource Development (HRD) and Organizational Development (OD) activities and initiatives. It provides insight on the relationship between HRD and the organizational objectives, the key components of HRD, along with key federal legislation that affects HRD activities – both their development and delivery. Employee development theories are addressed, as well as how to approach employee training activities using adult learning theories. Instruction on training facilitation techniques, instructional methods, program delivery mechanisms and evaluation approaches are also covered. This path provides instruction on how to develop and evaluate performance evaluation processes and talent management programs. Mentoring, executive coaching, and leadership techniques used to help manage organizational talent are also discussed. They have the following subjects:

1. Regulations and Organizational Development
2. Employee Training
3. Performance Appraisal and Talent Management
4. Two Real Time Case Studies
5. Final Exam

## Module 3: Organizational Behavior

This module focuses on Organisational behavior. Organizational behavior can be defined as the actions and attitudes of people in organizations, and as a field of study it is concerned with describing, understanding, predicting, and controlling human behavior in an organizational environment. It is about group dynamics, how individuals relate to and participate in groups, how leadership is exercised, how organizations function, and how change is affected in organizational settings. Organizational behavior theory can also be directed specifically at ways in which management can control an organization. They have the following subjects:

1. Fundamentals of Organizational Behavior for the Individual
2. Fundamentals of Organizations Groups
3. Understanding Organizational Power and Politics
4. Organizational Structure and Employee Behavior
5. Organizational Behavior: Dynamics of a Positive Organizational Culture
6. One Real Time Case Study
7. Final Exam

# Module 4: Workforce Planning and Employment

This module examines workforce planning and employment strategies, key federal laws and regulations that apply to workforce planning, as well as candidate sourcing and selection strategies. It also focus on how to strategically approach and carry out staffing assessments, recruitment efforts, and related hiring initiatives, and how to evaluate these important functions to ensure they are meeting their stated objectives. This module provides instruction on how to approach recruitment efforts strategically in order to help achieve key organizational objectives, how to ensure the effective implementation of key workforce planning processes, such as orientation, onboarding, and related post-offer employment activities, such as employment status verification and relocations. Retention and succession strategies are also addressed as well as how to prepare for and carry out organizational reductions in force, terminations, and restructurings. They have the following subjects:

1. Employment Legislation
2. Recruitment Strategies
3. Sourcing and Selecting Candidates
4. Orientation, Onboarding, and Exit Strategies
5. One Assessment
6. Two Real Time Case Studies
7. Final Exam



# Module 5: HR Competencies

Technical and behavioral competencies represent a cluster of closely interrelated attributes, known as KSAs - knowledge, skills, and abilities that help people perform their jobs effectively. Whereas technical competencies comprise the knowledge and skills needed to perform a specific role, behavioral competencies reflect how the technical competencies are applied effectively. They have the following subjects:

1. Leadership and Ethical Practice
2. Business Acumen and Relationship Management
3. Consultation and Critical Evaluation
4. Global and Cultural Effectiveness and Communication
5. One Assessment
6. Two Real Time Case Studies
7. Final Exam

## Module 6: Talent Acquisition/Recruiting and Hiring

In order to hire the best people, it's important to follow effective hiring practices. In this learning path, you'll learn some best practices to prepare for, and conduct, effective interviews. They have the following subjects:

1. Effective Hiring Practices
2. Essentials of Interviewing and Hiring
3. Recruiting and Retention Strategies
4. Recruiting, Screening, and Onboarding Effectively
5. Two Real Time Case Studies
6. Final Exam

## Module 7: On Boarding

Employee turn-over has increasingly become a hot-topic in organizations across the globe. Retention issues such as these are economically troublesome for organizations of all sizes, since the cost of new hiring can be steep. How, then, can an organization help minimize turn-over and create more engaged and focused employees? It begins with onboarding, a process whereby employees are not simply introduced to the organization, but become integrated with all facets. The onboarding process will encourage new employees to acculturate and will provide them with everything they need for success – the tools, the resources, and the knowledge. Onboarding, if executed carefully and thoughtfully, can reap rewards in the long run – both cultural and economic. They have the following subjects:

1. Strategies for Successful Employee On-boarding
2. Leveraging Key Management Techniques
3. Two Real Time Case Studies
4. Final Exam

## Module 8: Compensation and Benefits

This module examines compensation and benefits programs often referred to as total rewards programs and their importance and impact on organizational objectives. Applicable federal laws and regulations related to compensation and benefits programs as well as applicable tax regulations are also addressed. Subjects in this path also provide instruction on how to budget and manage compensation and benefits programs and how to perform compensation and benefits needs assessments. Job evaluations, pricing and pay structures, common organizational pay programs are examined, as well as noncash compensation methods, such as equity programs and rewards.

1. Regulations, Strategies, and Needs Assessment
2. Managing Policies, Programs, and Activities
3. Organizational Responsibilities
4. One Assessment
5. One Real Time Case Study
6. Final Exam

## Module 9: Employee and Labor Relations

Building and maintaining positive employee and labor relations in both union and nonunion environments is important for the success of any organization. HR professionals play a vital role in developing, implementing, and evaluating the workplace in order to maintain positive relations and working conditions in the organization. They also work to balance employer and employee needs and rights in pursuit of the organization's objectives. This path reviews federal laws and regulations dealing with the rights and responsibilities of employers, employees, and unions, and it examines organizational programs for facilitating and measuring employee relations in the organization.

1. Employment Regulations and Organizational Programs
2. Behavioral and Disciplinary Issues and Resolution
3. Unions and Collective Bargaining
4. Two Real Time Case Studies
5. Final Exam

# Module 10: Employee Engagement & Retention

A positive work atmosphere boosts productivity, encourages creativity, and helps you to retain talented employees. This, in turn, will make your organization more profitable and innovative. Creating and maintaining a positive work atmosphere includes establishing good workplace morale, engaged employees, open communication, preventing negativity, and fostering an organizational learning culture. In this learning path, you'll learn how to make the most of your leadership skills - and have a happier workplace because of it - by developing and applying these techniques in the workplace.

1. Establishing an Engaged Workforce
2. Establishing a Positive Work Environment
3. How Organizational Learning Drives Positive Change
4. One assessment
5. One Real Time Case Study
6. Final Exam

# Module 11: Learning & Development

A learning organization facilitates the learning of employees so they can adapt quickly and the company can remain competitive in the business environment. Organizational learning is tied to business objectives and emphasizes the importance of learning for everyone. Organizations who adopt a culture of learning understand that it's a deeper commitment than merely implementing training or instruction programs.

1. Fundamentals of Organizational Learning
2. Establishing the Conditions for a Learning Culture
3. Developing Learning Practices
4. Evaluating and Sustaining Organizational Learning
5. Two real Time Case studies
6. Final Exam

## Module 12: Six Sigma for HRs

Six Sigma is a data-driven framework for improving the quality of HR processes, a process being any repetitive business function pertaining to HR. Six Sigma accomplishes this by reducing the variation around the mean of the process.

1. Basic to Advanced Six Sigma
2. Two Real Time Case Studies
3. Final Exam



SKILLS FOR TOMORROW



## Module 13: Strategic Human Resource Management

The module covers plan risk responses and control risks so that you gain benefit on potential opportunities in the project risk management area. It will set you apart from the applicants, proving you great level of knowledge and skills. The course directly links to on-the job experiences and realistic work situations, making it one of the most popular certifications for HR experts. It also covers all the essential project documents and ideas that need updates as these processes are carried out.

1. Global HR, Diversity, and Inclusion
2. Risk Management
3. Corporate Social Responsibility
4. Employment Laws and Regulations
5. Strategic Planning
6. Business and HR Strategy
7. Two Assessments
8. Four Real Time Case Studies
9. Final Exam

# DELIVERABLES



250+ Hrs online learning courseware covering all objectives.



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Learning Aids



E-books



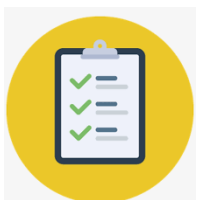
Important notes of each module.



MCQs and Non-MCQs



24 Real Time Case Studies



6 Assessments



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