

# **CERTIFIED ASSOCIATE HUMAN RESOURCE MANAGER**

**Training Program**



This “Certified Associate Human Resource Manager” is a 24 Hours Training Program with Certification. The program is to be developed for Fresh Graduates who would like to develop their career in the HRM.

It aims to develop an understanding of the theories, strategies and processes of Human Resource Management and skills necessary to function effectively as a Human Resource Specialist. A major focus for this qualification is the applied nature of assessments e.g. an analysis of the Human Resource system within an organization.

The program is appropriate for people currently working or aspiring to work in the Human Resource area. It has been developed in response to market demand for skilled in Human Resource Management that can be undertaken on a full or part time basis.

**This Certification with training program is ideally suited to following individuals who:**

- **Are University Graduates and like to pursue a career in HRM**
- **Are already working and interested to switch over to HRM**
- **Are already working in a HR and like to excel in terms of better position and compensation**
- **Are already working in a HR and want to qualify the CAHRM.**

**Program is offered by: 3D Educators – Trainers & Consultants**

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## Program Details

### **Inauguration**

The Training Program will be inaugurated by a senior member of 3DEducators

### **Program Structure**

Number of classes in a week	One Class Per Week
Duration of each class	2- Hour
Total Duration	24 Hours (2 – Months)

### **Other Learning Activities:**

Classroom Assignments	6
Presentations by Trainees	2
Project	1
Guided Hours	16
Non Guided	8

## **About the Program Designer & Instructor**

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The Profile of Program Designers & Instructors is given below:

The “Certified Human Resource Management Professional” Program has been designed and will be conducted by Dr. M. S. Waqar and Mr. Zafar Dar who have around fifteen years of experience of Human Resource Management and development.

Dr. M. S. Waqar is PhD, MBA, MS and M.Sc Where Mr. Zafar Dar is MBA. At present, Dr. M. S. Waqar and Mr. Zafar Dar are involved to provide the solution and consulting services of HRM. They have been conducting training courses for various National, Multinational, Government and non-Government organizations and also a visiting faculty at NIPA, PIA, Merck, Gallop, Steel Mills, and So many different universities. They also have geared to provide the training abroad like UK, South Asia etc.

## **Program Syllabus**

### **COURSE CONTENTS:**

This Area provides a detail of Human Resource Management. It covers theory, process and practice of the four fundamental HR management skills: Basics, Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals will cover.

#### **UNIT 1: BASIC OF HRM**

#### **UNIT 2: HRM STRATEGIES**

#### **UNIT 3: HRM POLICIES**

#### **UNIT 4: JOB ANALYSIS**

#### **UNIT 5: RECRUITMENT & SELECTION**

#### **UNIT 6: PERFORMANCE MANAGEMENT & APPRAISALS**

#### **UNIT 7: TRAINING AND CAREER DEVELOPMENT**

#### **UNIT 8: MOTIVATION & REWARDS**

#### **FINAL CERTIFICATION**

To give the certification, 24-Training-hours as CPE is mandatory required and participants should have to submit their credentials with the Examination Application Form with the attachments of bachelor degree and other experience certificates. The Paper is based on 200 Question with MCQs Based Structure and 75% passing marks is required to pass the exam.

## **TERMS & CONDITIONS RELATED TO EXAMINATION AND CERTIFICATION**

1. The 24-Training-hours as CPE are valid up to one year.
2. If the candidate is failed in the examination then S/he has to pay the examination fee within one year and re-appear in the examination.
3. If the candidate has not passed the examination within one year and after sometime S/he would like to appear then 24-Training-hours as CPE again required to appear in the examination.
4. Assessment time will be one month maximum. After this time the candidate can contact to administration his/her results.
5. The candidate will get the certificate after one month and administration will courier to your defined address in the exam application form.
6. To maintain the worth and eligibility in the market the candidate must have to renew their membership on yearly basis.

### **COURSE CHANGES:**

Information contained in this course outline is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor will Endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses. The timetable may also be revised accordingly.

## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE CERTIFICATION**

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

### **CONDUCT AND DISCIPLINE**

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### **EVALUATION AND GRADING**

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 -86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>

**FINAL CERTIFICATION SHALL BE AWARDED BY IMRTC (INTERNATIONAL  
MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM) – USA**

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



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## **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

## **PRECAUTIONARY MEASURES**

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

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This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.



## **DISTANCE NOT MATTER**

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

### **CONTACT US:**

9221-34141329

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<http://www.3deducators.com>

**(Get the Admission Form)**

[Admission Form](#)

**MANAGEMENT**

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FINAL CERTIFICATION AWARDED BY IMRTC – USA

SAMPLE CERTIFICATE

**CERTIFICATE  
OF EXCELLENCE**

IMRTC USA Recognized

**CERTIFICATION**



*This is to Certify That*  
**Mr. Danny Jones Wales**  
*has successfully met the certification requirements as outlined in  
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

**Certified OHSAS 180001 Lead Implementation**

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



*Cheryzel Rhodes*

Principal of Institute

Director Affiliations and Official Affairs

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - United States of America

Chapter ID: AS2933770

Partnership ID: AS5588322\_Pakistan

*Verification@imrtc.org*

**CERTIFICATE OF AUTHORIZATION**

**CERTIFICATE  
OF AUTHORIZATION**

IMRTC USA Recognized

**CERTIFICATE OF AUTHORIZATION**



*This is to Certify That IMRTC Authorized*

**3D EDUCATORS - TRAINERS & CONSULTANTS**

*to work as Training & Research Partner in capacity of  
PARTNER THROUGH PAKISTAN CHAPTER  
for the scope of activity shown below in accordance with the applicable rules of  
the IMRTC. The use of this certification and the authority granted by this  
Certificate of Authorization are subject to the provision of agreement set  
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance  
and will increase according to the performance  
Issuance Date: 16 Aug 2015*

*Cheryzel Rhodes*

Director Affiliations and Official Affairs



Chapter ID: AS2933770

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

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