

SPECIALIZATION IN HUMAN RESOURCE MANAGEMENT

Training Program



This “Specialization in Human Resource Management” is a 48 Hours program. It aims to develop an understanding of the theories, strategies and processes of Human Resource Management and the 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 skills in Human Resource Management that can be undertaken on a full or part time basis.

This highly specialized and concentrated 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 Specialization in HRM.**

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	3- Hour
Fee:	Rs.15000/- Only

Other Learning Activities:

Classroom Assignments	2
Presentations by Trainees	2
Project	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Principles of Management	9 Hours
Quality Human Resource Management	6 Hours
Strategic Human Resource Management	21 Hours
IT With Human Resource Management	6 Hours
Review – Exercises & Tests & project	6 Hours

About the Program Designer & Instructor

The Profile of Program Designers & Instructors is given below:

The “Specialization in Human Resource Management” 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

PRINCIPLES OF MANAGEMENT

Course Contents:

This Area provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading and Controlling as well as the role of managers in organizations.

LEARNING OUTCOMES:

At the successful completion of this course, you should be able to:

- Use management terms as they relate to business situations.
- Understand and apply management principles and concepts as they apply to business situations.
- Understand the role of management in making business decisions.
- Staffing

UNIT 1: INTRODUCTION

Learning Outcomes:

At the completion of this unit, you should be able to:

- Appreciate the complexities of managing in the 21st century.
- Describe the changing environment of management.
- Understand and apply ethics, diversity, culture and social responsibility in management.
- Explain options in managing entrepreneurial organizations.

UNIT 2: PLANNING

Learning Outcomes:

At the completion of this unit, you should be able to:

- Understand fundamentals of decision-making.
- Describe planning and setting of organizational objectives.
- Describe and apply strategic management.

UNIT 3: ORGANIZING

Learning Outcomes:

At the completion of this unit, you should be able to:

- Discuss the fundamentals of organizing.
- Discuss and explain how to design organizational structures.
- Describe and explain staffing and human resource management.

UNIT 4: LEADING

Learning Outcomes:

At the completion of this unit, you should be able to:

- Understand the process of being a leader.
- Describe how to influence individual behavior and motivation.
- Leadership
- Management v/s Leadership
- Leadership Style
- Understand the fundamentals influencing communication.
- Describe and explain how to lead groups and teams.
- Understand and explain how to lead organizational change.

UNIT 5: CONTROLLING

Learning Outcomes:

At the completion of this unit, you should be able to:

- Describe and explain how to control and build commitment.

QUALITY HUMAN RESOURCE MANAGEMENT

Course Contents:

UNIT 1: QUALITY MANAGEMENT

Learning Objectives

- ❖ Principles of Quality Management
- ❖ Quality Leadership
- ❖ Quality Gurus Teaching
- ❖ Quality Principles
- ❖ Quality Philosophy
- ❖ Deming 14 points
- ❖ Case Studies

UNIT 2: HUMAN RESOURCE BUILDING PROCESS

Learning Objectives

- ❖ People Development and Team building HRM
- ❖ Total Quality Management
- ❖ Essentials
- ❖ Culture
- ❖ Process improvements
- ❖ Human Resource building steps
- ❖ Model of HR Development
- ❖ Training

UNIT 3: QUALITY MANAGEMENT SYSTEMS

Learning Objectives

- ❖ Processes
- ❖ People
- ❖ Management systems
- ❖ Performance measurement
- ❖ Use of quality management principles
- ❖ Customer Focus
- ❖ Quality Policy
- ❖ Management Review
- ❖ Resource Management
- ❖ Work Environment
- ❖ Planning of Product realization
- ❖ Design & Development
- ❖ Purchasing
- ❖ Control of production and service provision
- ❖ Customer property
- ❖ Control of Monitoring and Measuring Devices
- ❖ Measurement, Analysis and Improvement
- ❖ Analysis of Data
- ❖ Improvement
- ❖ Case Studies

UNIT 4: TOOLS AND TECHNIQUES

Learning Objectives

- ❖ The tools and techniques most commonly used
- ❖ Drive
- ❖ Process Mapping
- ❖ Force Field Analysis
- ❖ Cause & Effect Diagram
- ❖ Brainstorming
- ❖ Pareto Analysis
- ❖ Statistical Process Control

UNIT 5: PERFORMANCE MEASUREMENT

Learning Objectives

- ❖ Performance Management
- ❖ Prevention costs
- ❖ Appraisal costs and
- ❖ Failure costs
- ❖ PAF Model
- ❖ Process Cost Model
- ❖ SMART

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STRATEGIC HUMAN RESOURCE MANAGEMENT

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

Learning Objectives

- ❖ Organization Structures
- ❖ Overarching Goal of HRM
- ❖ HR Policies/Practices
- ❖ Evolution of HRM Function

UNIT 2: HRM STRATEGIES

Learning Objectives

- ❖ Strategic HRM
- ❖ Consequences of Wrong HR practices
- ❖ The manager's HRM jobs
- ❖ Line Manager
- ❖ Staff Manager
- ❖ Line Manager's responsibilities
- ❖ The Vicious cycle
- ❖ Competencies required of HR Department to become a full strategic partner
- ❖ Knowledge of business
- ❖ STRATEGIC THINKING
- ❖ Process skills
- ❖ HR Technology
- ❖ The Changing HR role

UNIT 3: HRM POLICIES

Learning Objectives

- ❖ Policies
- ❖ Why adopt definite policies
- ❖ Organization
- ❖ Major Parts of an Organizational System
- ❖ Objectives of a Business Organization
- ❖ How Organizations Grow?
- ❖ Management Levels / Hierarchy
- ❖ Organization Charts
- ❖ How Organizations Grow?

UNIT 4: JOB ANALYSIS

Learning Objectives

- ❖ Jobs Analysis
- ❖ Job Analysis
- ❖ Human Resource Planning
- ❖ Job description
- ❖ Development of JD
- ❖ Job Evaluation
- ❖ Benefits of Job Evaluation
- ❖ Factors Determining Pay Methods of Job Evaluation
- ❖ Grading
(Wages & Salaries / Perks)

UNIT 5: RECRUITMENT & SELECTION

Learning Objectives

- ❖ Recruitment
- ❖ Advertising for recruitment
- ❖ Analyze requirements
- ❖ Advertising agency
- ❖ Criteria for selecting an agency
- ❖ Interviews
- ❖ THE SELECTION DECISION

UNIT 6: PERFORMANCE MANAGEMENT & APPRAISALS

Learning Objectives

- ❖ Performance Management
- ❖ PROBLEMS IN PERFORMANCE APPRAISAL
- ❖ The Contribution of Organization /Individual in PM
- ❖ Performance Management Frame Work
- ❖ Shifting in PM
- ❖ Goal Setting (GS)
- ❖ Performance Appraisal
- ❖ Rewards System
- ❖ Value Expectancy theory
- ❖ Evaluation goals
- ❖ Coaching & Development Goal

UNIT 7: TRAINING AND CAREER DEVELOPMENT

Learning Objectives

- ❖ Training, and Career Development
- ❖ Pre-Conditions for Learning
- ❖ Training Needs Assessment
- ❖ Organization Analysis
- ❖ Task Analysis
- ❖ Person Analysis
- ❖ Performance Analysis Steps:
- ❖ Training Programs – Effectiveness
- ❖ Evaluation Design
- ❖ The Concept of Career
- ❖ Job Progressions
- ❖ Career Paths
- ❖ Alternative Career Moves
- ❖ Promotion & Transfer
- ❖ Relocation Services
- ❖ Outplacement Services
- ❖ Determining Employee Potential
- ❖ Gauging Employee Potential
- ❖ Career Development Programs
- ❖ Assessment Center
- ❖ In-Basket Training
- ❖ Career Counseling
- ❖ Fast-Track Program
- ❖ Mentors
- ❖ Mentoring Functions
- ❖ Career Development for Women
- ❖ Career Development for Minorities
- ❖ Dual-Career Partnerships
- ❖ Stages of Career Development
- ❖ CISS Orientation and Basic Scales
- ❖ Combinations of Career
- ❖ Interests and Skills
- ❖ Entrepreneur

UNIT 8: MOTIVATION & REWARDS

Learning Objectives

- ❖ Rewards & Compensation
- ❖ Financial Rewards/Benefits
- ❖ Non-Financial Rewards/Benefits
- ❖ Compensation Objectives
- ❖ Pay and Motivation
- ❖ Theories of Motivation
- ❖ Establishing Pay Rates
- ❖ Pay Structure
- ❖ Internal Influences on Compensation
- ❖ Labor Relations
- ❖ Structure and Management of Unions

INFORMATION TECHNOLOGY WITH HUMAN RESOURCE MANAGEMENT

Course Contents:

- ❖ Selection of the software
- ❖ Integration of HRM Function with software
- ❖ Modular Approach
- ❖ Overview of Enterprise resource planning

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

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