



## **Certified Associate Human Resource Manager International Certification USA**

### **Who can do?**

- 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.

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**



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 [info@3deducators.com](mailto:info@3deducators.com)

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that Appreciates**



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## **Course Objective:**

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.



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## Program Details

### Inauguration

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

### Program Structure

No of classes per week	<b>01 Class</b>
Duration of each class	<b>02 - Hour</b>
Total Duration	<b>24 Hours</b>

### Other Learning Activities

Classroom Assignments	<b>06</b>
Presentations by Trainees	<b>02</b>
Project	<b>01</b>
Guided Hours	<b>16</b>
Non Guided	<b>08</b>

### About the Program Instructor

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.

### In Affiliation with





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## **Course Content:**

Certified Human Resource Management Professional program covers theory, process and practices of HR management skills: Basics, Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals.

- **DOMAIN 1: FUNDAMENTALS OF HRM**
- **DOMAIN 2: HUMAN RESOURCE MANAGEMENT JOB ANALYSIS**
- **DOMAIN 3: RECRUITMENT & SELECTION PROCESS STRATEGY**
- **DOMAIN 4: SOCIAL ORIENTATION AND DEVELOPMENT**
- **DOMAIN 5: PERFORMANCE MANAGEMENT & APPRAISALS SYSTEM**
- **DOMAIN 6: MOTIVATION & REWARDS**
- **DOMAIN 7: CAREER DEVELOPMENT**
- **DOMAIN 8: MANAGING COMPENSATION**

## **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.



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## 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 She/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.



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## DOMAINS AND TASKS

In this document, you will find an updated structure for the IMRTC Standard Examination Content. Based on Experience Consultants and stakeholders, we have devised and simplified the format so that the IMRTC Examination System can be easier to understand and interpret. The domain and task are well-defined on the following pages: Domain: Defined as the high-level knowledge area that is essential to the practice of CHRMP. Tasks: The underlying responsibilities of the Human Resource member within each domain area. CHRMP Course examination will include all tasks for a domain and will adhere to the percentage of coverage at the domain level as outlined in the further pages



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## **KNOWLEDGE AREAS**

Domain 1: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT	
Task 1	<ul style="list-style-type: none"> <li>• Understanding of Management</li> <li>• Understanding of Management Essentials</li> <li>• Knowing about the Role of HRM in the Organization</li> </ul>
Task 2	<ul style="list-style-type: none"> <li>• Globalization</li> <li>• Understanding Cultural Environments</li> <li>• Impacts of Technology on HRM on the Organization</li> <li>• Impacts of Technology change on the organization</li> <li>• Workforce Diversity</li> </ul>
Task 3	<ul style="list-style-type: none"> <li>• Labor Supply</li> <li>• Employees Involvement</li> <li>• Continuous Improvement Programs</li> <li>• Translating HRM Functions into Practice</li> <li>• Does HRM really matter</li> <li>• HRM in an Entrepreneurial Enterprise</li> <li>• HRM in a Global Village</li> <li>• HR and Corporate Ethics</li> </ul>



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## **KNOWLEDGE AREAS**

Domain 2: HUMAN RESOURCE MANAGEMENT AND JOB ANALYSIS	
Task 1	<ul style="list-style-type: none"><li>• Introduction</li><li>• Organizational framework</li><li>• Linking Organizational Strategy with HR Management</li></ul>
Task 2	<ul style="list-style-type: none"><li>• Job Analysis</li><li>• Development of Job Description</li><li>• Advantages of Job Description</li><li>• Job Evaluation</li><li>• Job Performance</li></ul>



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## **KNOWLEDGE AREAS**

Domain 3: RECRUITMENT AND SELECTION	
Task 1	<ul style="list-style-type: none"><li>• Introduction</li><li>• Recruitment Goals</li><li>• Recruiting: A Global Perspective</li><li>• Recruiting Sources</li></ul>
Task 2	<ul style="list-style-type: none"><li>• Selection</li><li>• Benefits of Proper Selection</li><li>• The Selection Process</li><li>• Types of Interview</li></ul>



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**KNOWLEDGE AREAS**

Domain 4: SOCIAL ORIENTATION AND DEVELOPMENT	
Task 1	<ul style="list-style-type: none"><li>• Introduction to socialization</li><li>• The Insider-Outsider Passage</li><li>• The Socialization Process</li><li>• The Purpose of New-Employee Orientation</li></ul>
Task 2	<ul style="list-style-type: none"><li>• Employee Training</li><li>• Employee Development</li><li>• Organizational Development</li><li>• Evaluating Training and Development Effectiveness</li><li>• International Training and Development Issues</li></ul>



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## **KNOWLEDGE AREAS**

Domain 5: PERFORMANCE MANAGEMENT SYSTEM	
Task 1	<ul style="list-style-type: none"><li>• Introduction to PMS</li><li>• Performance Management System</li><li>• The Appraisal Process</li><li>• The Appraisal Method</li><li>• Factors that can Distort Appraisals</li><li>• Creating More Effective Performance Management Systems</li><li>• International Performance Appraisal</li></ul>



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## **KNOWLEDGE AREAS**

Domain 6: MOTIVATION	
Task 1	<ul style="list-style-type: none"><li>• Introduction to Motivation</li><li>• Two types of Rewards</li><li>• Model of Motivation</li><li>• Foundations of Motivation</li><li>• Motivation of Content theories</li></ul>
Task 2	<ul style="list-style-type: none"><li>• Hierarchy of Needs Theory</li><li>• Maslow's Hierarchy of Needs</li><li>• ERG Theory</li><li>• Two Factor Motivation Theory</li><li>• Acquired Needs Theory</li><li>• Reinforcement Perspective on Motivation</li></ul>
Task 3	<ul style="list-style-type: none"><li>• Job Design for Motivation</li><li>• Motivational Ideas for Turbulent Times</li><li>• Empowering People to Meet Higher Needs</li><li>• Continuum of Empowerment</li><li>• Giving Meaning to Work</li></ul>



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## **KNOWLEDGE AREAS**

Domain 7: CAREER DEVELOPMENT	
Task 1	<ul style="list-style-type: none"> <li>• The Concept of Career</li> <li>• What is Career</li> <li>• Job Progressions</li> <li>• Alternative Career Moves</li> </ul>
Task 2	<ul style="list-style-type: none"> <li>• Promotion</li> <li>• Transfer</li> <li>• Relocation Service</li> <li>• Outplacement Service</li> </ul>
Task 3	<ul style="list-style-type: none"> <li>• HR Role in Career Development</li> <li>• Mentoring Functions</li> <li>• Dual Career Partnerships</li> <li>• Traditional Career Stages</li> <li>• Career Choices and Preferences</li> <li>• CISS Orientation and Basic Scales</li> <li>• Combinations of Career Interests and Skills</li> </ul>



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## **KNOWLEDGE AREAS**

Domain 8: MANAGING COMPENSATION

- |        |  |
|--------|--|
| Task 1 | <ul style="list-style-type: none"><li>• Total Compensation</li><li>• The Reward Management Process</li><li>• 9 Elements of a Compensation Plan</li><li>• Pay Systems and the Legal Environment</li></ul> |
|--------|--|



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## **TERMS & CONDITIONS**

### **WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma 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 Diploma – class participation, submission of assignments, quizzes and exercises.



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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 Diploma 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 Diploma:

<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>



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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.

## **DISTANCE NOT MATTER**

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



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## **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 lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

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.

## **CONTACT US**

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021-34857148

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Global Recognized Certification from IMRTC USA

**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 Associate in Human Resource Management**

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



*Cheryyel Rhodes*

Principal of Institute

Director Affiliations and Official Affairs

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

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