Course: **The Professional Certificate in Human Resource Management**

Contact Hours: **30**

Pre-requisite: **None**

Abstract

This unit enables participants to demonstrate an understanding of the basic principles of Human Resource Management – how an organization acquires, rewards, motivates, and generally manages its people effectively. It provides a fundamental understanding of the Human Resource Management function and aims at helping students understand, appreciate and analyse the workforce at all levels in an organization. It also intends to provide students with a sound knowledge and critical awareness of issues that are of theoretical and practical relevance to the management of the human resources.
It is a useful introduction for those who wish to learn and understand more about the role human resource professionals play within organisations. Each session examines the various functions of HRM in organisations including responsibilities and objectives and the employment cycle.

Target Audience

This course is designed for the following target audience:

- persons new to the field of human resource management
- aspiring human resource professionals
- persons who are in supervisory positions and
- others who have their own businesses

Learning Outcomes

On completion of this course, learners will be able to:

1. Identify the factors that influence the workforce
2. Identify the role of the human resource manager in any organization
3. Analyse basic human resource requirements
4. Identify the phases in the employment cycle
5. Identify the impact of changes in technology and legislation on employment

Terms and conditions

Course Content

Introduction to Human Resource Management (Learning Outcome 1)
- Features of HRM
- The Evolution of Human Resource Management
- Approaches to Human Resource Management
- The Role and Responsibility of Human Resource Managers
- The Structure of the Human Resource Department
- Challenges Facing HR Managers

Job Analysis and Design (Learning Outcome 1)
- The History of Job Analysis
- Job Analysis and Its Relationship to Other HRM Functions
- Job Analysis Methods
- Advantages and Disadvantages of Job Analysis Methods
- Products of Job Analysis
- Challenges of Analysis
- Job Design

Human Resource Planning (HRP) - (Learning Outcome 3)
- Steps in Human Resource Planning
- Advantages and Disadvantages of Human Resource Management
- Tools

Recruitment and Selection- (Learning Outcome 1)
- Objectives of Recruitment
- Methods of Recruitment
- Steps in the Recruitment Process
- Selection

Training and Development - (Learning Outcome 1)
- Goals of Training and Development
- Training Methods

- Training Cycle

Performance Appraisals - (Learning Outcome 4)
- Methods of Performance Appraisal
- Performance Appraisal Process
- Limitations of Performance Appraisal

Compensation and Job Evaluation - (Learning Outcome 4)
- Compensation Policy
- Implications of the Compensation Policy
- Factors Determining Compensation and Pay Rates
- Job Evaluation
- Job Evaluation Process
- Benefits of Job Evaluation
- Limitations of Job Evaluation

HR Records Management - (Learning Outcome 4)
- Goals and Objectives of HR Records Management
- Importance of HR Records
- Types of HR Records
- Retention of HR Records
- Impact of Technology on the HR Functions

Industrial and Employee Relations - (Learning Outcome 3)
- HR's Role and Responsibilities in Industrial Relations
- Trade Unions
- Definition of Employee Relations
- The Role of HR Managers in Employee Relations
- Conflict Between Management and Employees

Occupational Safety and Health - (Learning Outcome 2)
- Other Definitions
- Objectives of OSH Strategies
- Sources of Danger in the Workplace
- Regulatory Body in Trinidad and Tobago