



1 COURSE OUTLINE

Course: Advanced Certificate in Human Resource Management

Contact Hours: 18 Contact Hours

Pre-requisite: SBCS GLI Professional Certificate in Human Resource Management

1.1 Abstract

This comprehensive 6-session program is a follow-up to our Professional Certificate in Human Resource Management. It covers critical functional areas of HRM and provides participants with operational information and practical guidance.

1.2 Target Audience

The course is ideally suited for individuals newly charged with HRM responsibilities and those currently working in HR who lack a formal academic qualification in HRM.

1.3 Learning Outcomes

Session 1 Managing HR in a dynamic environment

- The contemporary work environment
- HRM with a remote workforce

Session 2 Job Analysis

- Conducting the Job Analysis
- Job Analysis Methods
- Case Study

Session 3 Employee Recruitment

- Writing the job description and job specification
- Preparing the advertisement
- Recruitment methods
- Practical exercises



Session 4 Conducting the Interview

- Interviewing guidelines
- Developing the interview schedule and scoring
- Competency based interviews
- Conducting online interviews
- Practical exercises

Session 5 Onboarding Employees

- Guidelines for employee orientation/onboarding
- Practical exercise: Designing orientation week

Session 6 Enhancing Employee Training & Development

- Identifying training and development needs
- Crafting the training plan
- Training and development for a remote workforce
- Practical exercises