

INTRODUCTION:

This program is offered by **PIQC Institute of Quality** in collaboration with **NED University of Engineering & Technology**. The program provides necessary knowledge, skills and capabilities to individuals to effectively manage and develop human resource activities within their organization. The participants will develop capabilities to manage people and change for improving quality and productivity of their organizations with a much broader vision and skills of organizational development. The body of knowledge of this professional certificate program is derived from globally popular courses in similar field.

Platform
Online (VILT)

Duration
04 Months
(Two Classes Per Week)

Course Start Date
November 16th, 2023

Days
Every Thursday & Friday

Timings
6:00 PM to 9:00 PM PKT

(Group Discount Available)

LEARNING OUTCOMES:

Upon successful completion of this program, the participants will be able to:

- ✓ Use Human Resource Management Tools in their professional work.
- ✓ Re-conceptualize, through critical analysis, their current roles, responsibilities, and approaches in different organizational set-ups as a HR Professional.
- ✓ Carry out practical projects in their current jobs to display the practical application of the technical knowledge.
- ✓ Be able to initiate or improve the important HR management programs in respective organizations.

BODY OF KNOWLEDGE:

Module	Topics
Strategic HRM	HRM Evolution in Pakistan, Paradigm Shift in HRM practices, Variance in organizations, HRM Practices supportive to Consultative and Strategic HRM, Current HR Challenges, Overview of Balance Scorecard.
Job Analysis, Manpower Recruitment & Placement	HRM Planning, Recruitment and Selection Process, Job Analysis & Design, Job Specification & Job Description, Induction, Orientation & Placement.
HR Budget	HR Budget with respect to Selection and Placement, Learning & Development, Compensation & Benefits, Employee & Labor Relations, Health, Safety & Security.
Compensation Management	Overview of Compensation Management, Wage and Salary Determination, Variable Pay (Incentives, Recognition & Bonus), Salary Management (Budgeting, Increment Planning & Sales Team Compensation)
Performance Management	Key Elements & Principles of Performance Management Framework, Performance Management Cycles, Performance Appraisal, Challenges of Effective Performance Management Framework
Competence Based Learning & Development	Training Need Analysis, Training Design & Methods, Training Evaluation, Career Development, Selection of Research Based Project.
HR Business Partnering	HR Team & Structure, HR Capabilities & Mindset, Competency Shift, Measurement & Evaluation, Changes in Roles & Responsibility.
HR Analytics	Business Analysis Planning, Monitoring & Governance, Business Requirements Gathering, Prepare & Conduct Elicitation, Analyze Current State, Define Future State, Assess Risks, Change Transition Strategy, HR Metrics & Measurements.
Labor Laws & Industrial Relations	Applicable Labor Laws at work place, HR Management & IR Laws, Policies & Procedure related to Grievance Handling, Maintenance of Discipline at Work Place & Conducting Domestic Inquiries.
HR Information System	HRIS Benefits, Calculations and Requirements, Trends, IT Perspective, Deployment Architecture, HRIS Stakeholders, Buying OTS (Off the Shelf) Vs Building your Own, SDLC (Software Development Life Cycle), Project Management Basics.
Emergency Preparedness Response & Business Continuity Plan	Emergency Response & Business Continuity Plan, Emergency Response Team, Emergency Response Equipment, Types of Emergency, Medical Emergency Plan, Communication Channels
Other HR Topics	HR Audits, Development of HR Manual, Role of HR in Management Systems, Communication Skills for HR Professionals.
Course Learning Methodology: <i>The theoretical portion of this course is reinforced by interactive lectures and presentations, hands-on practical exercises, group activities, discussion of case studies and individual project work.</i>	

WHO SHOULD ATTEND:

This course is ideal for human resource managers, business partners, supervisors, learning and organizational development professionals from manufacturing and service industries who desire to reinforce their skills, knowledge, and capacity to understand the broad spectrum of Human Resource Management.

PROGRAM INSTRUCTORS:

This course is taught by highly qualified subject matter experts and professionals who possess practical knowledgeable and experience in the relevant fields.

ELIGIBILITY REQUIREMENT:

Bachelor's degree with good academic result. Work experience will be given preference.

For Fees, Registration and Further Course Details:

PIQC Institute of Quality (Karachi Office)

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