

CERTIFICATE IN MANAGEMENT OF HUMAN RESOURCES

Management of human resources has attained great significance in recent times. Management of Human Resources is concerned with selection, performance, management, rewards and development of people in Organizations. These need to be based on sound and robust HR philosophies, strategies, policies, processes and practices.

The programme aims at providing a learning space to gain practical knowledge and skills to become a trained professional in managing human resources. The participants will be enabled to learn through self-directed and team-oriented learning activities in addition to lectures and case-studies.

COURSE CONTENT

- Structure, Role & Functions of HR Department in an Organization
- Strategic HR
 - Balanced Score Card and Competency Orientation
- HR Principles and Policies- Best Practices

- Recruitment and On Boarding
- Managing Performance
 - Performance Planning
 - Coaching
 - Appraisals
- Employee Engagement & Organisation Culture

- Developing Talent - Career Planning & Design
- Building the Compensation and Benefits practice

- Employee Relations
- Managing Employee Attrition

- Analytics for HR

- Contemporary Challenges for HR