

Professional Certificate in Human Resources Management

HR Certificate Overview

Human resource management (HRM) refers to managing employees and identifying their needs to maintain a positive work culture.

A functional objective of HRM is to endorse the input of all departments to support the organization in achieving its strategic objectives.

This certificate will allow you to create professional job profiles, attract and select the best candidates, provide training and development opportunities, measure and improve their performance and ensure fair treatment, and equitable compensation and benefits.

HR Certificate Outline

Module 1: Introduction to Human Resources Management/Job Analysis (1 day)

Learning Objectives

1. Understand what HRM is and how it relates to the management process.
2. Conduct proper job analysis.
3. Use different methods to collect job analysis information.
4. Create professional job profiles.

Contents

1. Introduction to Human Resource Management (HRM)
2. Job Analysis
3. Practical Workshop

Module 2: Workforce Planning, Recruitment, Selection & Hiring (1 day)

Learning Objectives:

1. Develop a workforce plan (demand and supply analysis)
2. How to make recruiting more effective.
3. Use different internal and external sources of candidates.
4. Create an employment ad.
5. Select the proper pre-employment tests relevant to the job requirements.
6. Prepare and conduct an effective interview.
7. Avoid common interview errors.

Contents

1. Workforce Planning and Forecasting
2. Effective Employees' Recruitment
3. Pre-employment test
4. Interviewing Candidates
5. Practical Workshop

Module 3: Learning and Development (1 day)

Learning Objectives:

1. Explain L & D Fundamental Terms
2. Identify the L & D support to Employee lifecycle
3. Define L & D Roles
4. Demonstrate the L & D Challenges
5. Discuss the L & D Programs & Training Delivery Methods

Contents

1. L & D Fundamental Terms
2. L & D support to Employee lifecycle
3. L & D Roles
4. L & D Challenges
5. L & D Programs & Training Delivery Methods
6. Practical Workshop

Module 4: Employees' Performance Appraisal (1 day)

Learning Objectives:

1. Describe the performance appraisal process.
2. Discuss the pros and cons of different performance appraisal tools.
3. Dealing with potential appraisal error problems.
4. Understand the steps to follow in the appraisal interview.
5. How to conduct the appraisal interview to boost employee engagement.

Contents

1. Basics of Performance Appraisal
2. Tools for Appraising Performance
3. Dealing with Rater Error Appraisal Problems
4. Managing the appraisal Interview
5. Practical Workshop

Module 5: Employees' Compensation & Benefits (1 day)

Learning Objectives:

1. The importance of total rewards for improving employee engagement, productivity, and performance.
2. List the basic factors determining pay rates.
3. Conducting a job evaluation.
4. Establishing a market-competitive pay plan.
5. Applying motivation theories in formulating an incentive plan.
6. Design individual, teams, and organization-wide incentive plans.
7. Define the main pay for time not worked, insurance, and retirement benefits and explain the main flexible benefit programs.

Contents

1. Basics factors in Determining Pay Rates
2. Job Evaluation Methods
3. How to Create a Market-competitive Pay Plan
4. Pay for performance and Financial Incentives
5. Employees' Benefits and Services
6. Practical Workshop

Module 6 & 7: MS Applications for HR Professionals (2 days)

Learning Objectives:

1. Recognize the HR Frequently used Excel formulas & Templates
2. Discuss how to develop an HR Flowchart using Visio
3. Explain how to present the HR Data in PowerPoint Presentation

Day 1 Contents

I. Excel

1. HR Formula
2. Pivot Table & Charts
3. Formatting Cells
4. EXCEL templates for HR
5. Practical Workshop

Day 2 Contents

II. PowerPoint

1. PowerPoint Templates
2. Presenting HR Data using PowerPoints
3. Tables & Charts
4. SmartArt & Objects
5. Effects in PowerPoint
6. Practical Workshop

Module 8: HR Policies and Procedures (1 day)

Learning Objectives:

1. Define the Importance of HR Policies & Procedures in the Organizations
2. Identify the Common HR Policies & Procedures
3. Explain how to write HR Policies & Procedures

Contents

1. Importance of Policies & Procedures
2. Essential HR Policies & Procedures
3. How to Write HR Policies & Procedures?
4. How to communicate HR Policies & Procedures?
5. Practical Workshop

Final Assessment: (1/2 day)

Final Individual Assessment

Who Should Attend?

- HR Specialists and Generalists and coordinators
- Job Owners who would like to improve their understanding of HRM.
- Team Leaders and Supervisors who are engaged in employee selection, training, performance appraisal and rewarding.
- Middle Management who are involved in supporting the organization to achieve its strategic objectives.
- Personnel Managers and Supervisors.
- Those planning to shift their career to the HRM.

HR Certificate years of experience:

From (0 – 3) years (Not a must in HR field)

HR Certificate Duration

9 weeks (once weekly on Saturday) from 9:00AM to 4:00PM

HR Certificate Number of Hours:

56 hours in addition to 2hrs Final assessment

HR Certificate Language:

English materials (Soft Copy) / bilingual lectures

HR Certificate Venue:

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Payment & Cancellation Policy:

- HR Certificate fees include material (Soft Copy), coffee break, and certificate.
- Payment Method: (Full payment) or Installment by cheque in Top Business' name, cash to our address or by bank transfer.
- Payment is due within 10 days from HR Certificate round confirmation and by maximum the 17th of April 2025. Your registration is confirmed only after payment.
- In case of cancellation:
 - o 7 to 4 working days before the Certificate starting date, 15% of the total amount is Deducted.
 - o 3 working days before the Certificate date starting date, payment is non-refundable.

For More Information

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