HIGHLY KEEN
MANAGEMENT INSTITUTE
2008 - 2020

12 YEARS OF PASSION FOR DEVELOPMENT
2008 - 2020

Online Certification

Batch # 32

Certified Human Resource Management Professional [CHRMP]

Online Classes: June 25th, 2021 to October 9th 2021

Class Days: Fri - Sat | Class Timings: 06:30 pm to 9:30 pm | Via Highly Keen's Online Live Stream

Course Overview

The Certified Human Resource Management Professional (CHRMP) is a program that provides comprehensive knowledge to the disciplines and core practices of Human Resource Management (HRM). This program links the theory of Human Resource Management with the practical HR practices of corporate sector. This is a Four Months Evening Program that emphasizes the practical job related skills and knowledge used throughout in the field of Human Resources. CHRMP is a comprehensive learning program that has been specifically designed to provide you with the fundamental and Practical knowledge of HR that you need to be successful as an HR professional.

This certification program includes an extensive evaluation procedure to certify its successful completion. Individuals who successfully complete the course and pass the required examination are recognized as Certified Human Resource Management Professionals and are entitled to use the designation CHRMP after their name. This Certification will be awarded by Highly Keen Management Institute.

this course has following objectives;
· To provide a practical knowledge of HRM Functions that is actually required at HR Jobs.
· To create the skills for developing HR Policies, Procedures and Documents.
· To update the candidates regarding very new and emerging concepts in the field of HRM
· To provide an opportunity of learning online without wasting time, energy & resources in travel

Course Outline

Module – 1: Introduction to Human Resource Management
- Tracing HRM from the Pages of History till present
- Journey of HRM in Pakistan
- Preamble of Human Resource Management & Its Functions
- Role of HR Department in Organizations
    - HR Generalist
    - HR Specialist
    - HR Business Partner
- Personality Type of an HR Professional
    - A Brief of Personality
    - The MBTI Personality Assessment Tool
    - Link of MBTI Personality Types to Careers
    - Personality type of HR Professionals
- Career Path of HR Professionals in Pakistan

Module – 3: Job Analysis, Job Description & Job Profile
- Job Analysis
- Information obtained from Job Analysis
- Methods to perform Job Analysis
- Job Description
- Components of Job Description
- Steps to write a Job Description
- Usage of Job Description
- The Person Profile
- Advantages of Person Profile
- Guidelines for Making Person Profiles
- Practices of JA, JD and Person Profile in Corporate Sector of Pakistan

Module – 2: Strategy and Structure of Organization
- Strategy
- Strategic Management
- Strategic Management Process
- Role of HR in Strategic Management Process
- What is Organizational Structure?
- Description of Various Departments.
- Types of most common structures
- Process of Structure Formulation
- Role of HR in Structure Formulation
- Various Softwares to develop Organizational Charts
- Linkage of Strategy and Structure
- Strategy & structure formulation practices in Corporate Sector of Pakistan

Module – 4: Recruitment, Selection & Orientation
- Recruitment (A process of mutual Attraction)
- Recruitment Methods
- External Recruitment
- Internal Recruitment
- Integrated Marketing Communication in Recruitment
- Selection (A process of mutual selection)
- Selection Devices (Psychometric Testing, Interviews, Simulations etc.)
- Orientation (A process of Mutual adjustment)
- Areas to be Covered in Orientation
- Role of Orientation
- Major steps of New Employee Orientation
- Successful Orientation Program
- Evaluate the Success of the New Employee Orientation
- Mistakes to avoid at the time of Orientation
- Operational Process of Recruitment, Selection and Orientation
- Documents to be used in Recruitment and Selection
- Linkage of recruitment, selection and orientation with Strategy
- Recruitment, Selection & Orientation practices in corporate sector of Pakistan

Module – 5: Training & Development

- What is Training and Development
- Important concepts and meanings in Training and Development.
- Step by step Training Process
- Triggering Event
- What is Training Need Analysis (TNA)
- Training Methods, Design, Content Development, Implementation & Evaluation
- Training Bond Agreements
- Operational process of Training and Development
- Documents to be Used in Training and Development
- Linkage of training and development with Strategy
- Training and Development practices in corporate sector of Pakistan

Module – 7: Compensation and Benefits

- Compensation and its Types
- Purposes of Compensation
- How to establish Pay rates
- Developing Grades and Designations
- Salary Survey
- Job Evaluations
- Group Similar Jobs into Pay Grades
- Price Each Pay Grade
- Fine Tune Pay Rates
- Employee Benefits
- Legally Required Benefits
- Discretionary Benefits
- What is Payroll?
- What is Payroll Administration and Payroll Sheets Development
- Payroll Softwares
- Payroll Outsourcing
- Linkage of Compensation and Benefits with Strategy
- Compensation and Benefits practices in corporate sector of Pakistan

Module – 6: Performance Management

- What is Performance Management?
- Performance Management Cycle
- Key Result Areas (KRAs) and Key Performance Indicators (KPIs)
- Difference b/w Performance Appraisal & Performance Management System
- Operational process of Performance Management
- Documents to be Used in Performance Management
- Linkage of Performance Management with Strategy
- Performance Management practices in corporate sector of Pakistan

Module – 8: Employee Relations

- Employee Relations
- Role of Employee Relations in Organizations
- Employee Grievances
- Approaches to handle Employee Grievances
- Conflicts Handling
- Collective Bargaining
- Employee Counseling
- Counseling Steps
- Preventing Workplace Harassment
- Employee Safety & Health
- Maintaining Workplace Ethics
- Employee Discipline
- Characteristics of a Sound Disciplinary System (Red Hot Stove Rule)
- Types of Penalties for Misconduct / Indiscipline
- Linkage of Employee relations with Strategy
- Employee relation practices in corporate Sector of Pakistan.

Module – 9: HR Policies, Procedures and Documents

- Policies and HR Policies
- Purposes of HR Policies
- Who develops HR Policies?
- HR Policy, Procedure and Documents
- Format of writing HR Policy
- How to write an HR Policy
- Review and Approval Process
- Human Resource Policy Manual
- Components of HR Policy Manual
- Distribution of HR Policies
- Practices related to HR Policies in Corporate Sector of Pakistan

Module – 10: Employee Record Administration, HRIS & HRMS

- What is Employee Record?
- Importance of Employee Record
- How to Prepare and Manage Employee Files
- Role of HR Professional in Employee Record Administration
- What is HRIS and its Role in Managing Employee Data
- Demos of HRIS
- What is Human Resource Management System (HRMS)
- Difference between HRIS & HRMS
- Oracle's PeopleSoft HRMS with Demos
- Microsoft Dynamics GP HR Module with Demos

Module – 11: Emerging Concepts of HRM in Pakistan

- Employer Branding
- Knowledge Management
- HR Audit
- Change Management (Study of Various Change Management Models)
- HR Business Partner Model

Who Should Attend

- HR Professionals (HR Managers, Executives etc) wishing to improve their HR skills and knowledge
- Newly appointed HR Professionals.
- People from other work fields who aspire to enter in the HRM field (e.g. Admin Manager, Admin Officers).
- Fresh graduates who are planning to start their career in the field of Human Resource Management.
- Entrepreneurs who are taking care of HR activities of their small and medium firms.

Course Take Away

Course Participants will be Issued a Copy of Highly Keen's Publication "Human Resource Management in Pakistan's Context" (Book), and an HR Tool Kit including Sample HR Forms & Letters, Essential HR Formulas Required during HR Jobs, HR Articles & Journals will be shared as with the Participants.

Knowledge Transfer Methodology

Interactive Online Lecture & Discussions, Case Studies, Exercises, Real Time Scenario Discussions and Quizes

Investment

PKR 40,000/ – for candidates applying from within Pakistan

USD 290/ – for candidates applying from outside Pakistan

* Course fee mentioned per participant is excluding the WHT and PRA

Investment includes Branded Courseware and Course Certificate

Payment Terms: Candidates can pay total fee at time of admission OR pay in equal monthly installments

Schedule for Online Classes

Classes Starting: June 25, 2021 | Every Friday & Saturday

Class Timing: 06:30p.m. to 09:30p.m. (PST)

via Highly Keen's Online Live Stream (Zoom)

Contact for Registration

Information Office
Highly Keen Management Institute

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