

**Level 5 WSQ Specialist Diploma in HCM (HR Development)
– Part-Time**

Programme Schedule and Synopsis:

Module	Synopsis	Dates
HR-RS-402E-0 Develop and implement recruitment and selection strategies	This module covers working with stakeholders to develop, implement and evaluate the strategies and processes used in recruitment and selection. Participants will learn how to assess, facilitate, coordinate, monitor and review the development, implementation and effectiveness of an organisation's recruitment and selection strategies. <ul style="list-style-type: none"> • Assess organisation's ability to recruit and select the desired employees • Facilitate development of recruitment and selection strategies • Coordinate the implementation of recruitment and selection strategies • Monitor and review the effectiveness of recruitment and selection strategies 	7pm – 10pm 3, 5, 6 Jan 2012 9am to 530pm 7, 8 Jan 2012
HR-OD-501E-0 Lead organisational design	This module addresses the skills and knowledge required to lead organisational design activities. It covers working with stakeholders to identify issues impacting organisation design and strategies that may be used to implement changes to organisational design. <ul style="list-style-type: none"> • Develop plan for organisational design • Facilitate implementation of organisational design • Monitor effectiveness of organisational design 	7pm – 10pm 25, 26, 27 Jan 2012 9am to 530pm 28, 29 Jan 2012

<p>HR-TM-401E-0 Implement talent management programmes</p>	<p>This module covers the skills and knowledge necessary to develop a talent management strategy, determine organisational talent capability and integrate talent management programmes into human resource and business function.</p> <ul style="list-style-type: none"> • Identify talent gaps within the organization • Facilitate the Use of Talent Management Tools and Processes • Monitor and review talent management processes 	<p>7pm – 10pm 1, 2, 3 Feb 2012</p> <p>9am to 530pm 4, 5 Feb 2012</p>
<p>HR-TM-501E-0 Develop strategies for talent management</p>	<p>Learn to develop a talent management programme for high performers and/or high potential employees within organisations. It covers the systems and processes to facilitate talent identification and assessment.</p> <ul style="list-style-type: none"> • Develop a talent management strategy • Determine organisational talent capability • Integrate talent management programmes with people management/human capital and business functions 	<p>7pm – 10pm 13, 15, 17 Feb 2012</p> <p>9am to 530pm 18, 19 Feb 2012</p>
<p>HR-TM-502E-0 Develop a framework and strategies for succession management</p>	<p>Acquire the skills and knowledge required to create and develop a succession strategy and process within an organisation. It covers understanding the organisation's strategic, people and capability needs and the identification of critical organisation roles.</p> <ul style="list-style-type: none"> • Develop a succession management strategy • Identify critical organisational roles and feeder positions • Manage succession process • Evaluate succession management programme 	<p>7pm – 10pm 5, 7, 9 Mar 2012</p> <p>9am to 530pm 10, 11 Mar 2012</p>

<p>HR-GEN-501C-0 Create human resource strategies aligned with business needs</p>	<p>Participants will acquire the skills and knowledge required to create HR strategies for organisational business processes. Understand how to integrate HR function into organisation strategy development, manage consultation with business partners, drive the development of HR strategies and evaluate HR strategy implementation</p> <ul style="list-style-type: none"> • Representing the HR Function in Organisation Strategy Development • Manage Consultation with Business Partners • Drive the Development of HR Strategies • Evaluate HR strategy implementation 	<p>7pm – 10pm 19, 21, 23 Mar 2012</p> <p>9am to 530pm 24, 25 Mar 2012</p>
<p>HR-GEN-502C-0 Manage organisational risks</p>	<p>Develop a risk management strategy to support the continuity of an organisation operations or services which involves developing the risk management plan, managing risks and evaluating risk management performance</p> <ul style="list-style-type: none"> • Establish the risk management context • Develop risk management plan • Manage organisational risks • Evaluate risk management performance 	<p>7pm – 10pm 2, 4, 5 Apr 2012</p> <p>9am to 530pm 7, 8 Apr 2012</p>
<p>HR-GEN-503C-0 Apply financial knowledge within a human resource environment</p>	<p>Gain a financial perspective in managing operations which include planning for financial management in relation to business plans and strategies, and monitoring of financial plans.</p> <ul style="list-style-type: none"> • Analyse Financial Information • HR Financial Resource Allocation • Methods and Models of Financial Monitoring 	<p>7pm – 10pm 16, 18, 20 Apr 2012</p> <p>9am – 530pm 21, 22 Apr 2012</p>

<p>HR-GEN-504C-0 Enhance organisational effectiveness</p>	<p>This module covers identifying aspects of organisation performance system for improvement, the development of systems and processes to support the evaluation of areas for improvement, and the development of improvement strategies.</p> <ul style="list-style-type: none"> • Identifying systems for evaluating organisational effectiveness • Evaluate organisational effectiveness • Develop strategies to enhance organisational effectiveness 	<p>7pm -10pm 7, 9, 11 May 2012</p> <p>9am – 530pm 12, 13 May 2012</p>
<p>HR-GEN-505C-0 Develop organisational response to national manpower initiatives and strategic priorities</p>	<p>Learn how the various national manpower policies and initiatives such as fair employment guidelines, wage restructuring and flexible work arrangement affect your organisation as well as how you can align your business plans and procedures with national initiatives to achieve maximum efficiency and enhance the organisation’s overall performance.</p> <ul style="list-style-type: none"> • Identify national manpower initiatives applicable to organisation • Review organisational implications of implementation of national manpower initiatives • Incorporate national manpower initiatives in relevant human capital policies and procedures • Communicate national manpower initiatives 	<p>9am to 6pm 26, 27 May 2012</p>

For more information on our courses, please call 6423 0388