

Level 4 WSQ Professional Diploma in Human Resources (Human Resource Management) – Part-Time

Programme Schedule and Synopsis:

Module	Synopsis	Dates
HR-RS-402E-0 Develop and implement recruitment and selection strategies	This module addresses the skills and knowledge required to develop an organisation's recruitment and selection strategies. Participants will learn how to assess, facilitate, coordinate, monitor and review the effectiveness of an organisation's recruitment and selection strategies: <ul style="list-style-type: none"> • Assessing Organisation's Ability to Recruit and Select • Develop Recruitment and Selection Strategies • Implement Recruitment and Selection Strategies 	7pm – 10pm 3, 5, 6 Jan 2012 9am – 5.30pm 7, 8 Jan 2012
HR-RS-301E-0 Implement recruitment and selection methods	This programme will cover the various recruitment and selection techniques and how participants can apply these methods in the selection process. Participants have the opportunity to develop and practise interviewing techniques, and review its effectiveness: <ul style="list-style-type: none"> • Select Appropriate Recruitment and Selection Methods • Facilitate Implementation of Recruitment and Selection Methods • Review Application of Recruitment and Selection Methods 	7pm – 10pm 25, 26, 27 Jan 2012 9am – 5.30pm 28, 29 Jan 2012
HR-ERC-401E-0 Resolve grievances and dispute	This module will help prepare participants to address grievances and disputes as well as impart the models and methods for investigating claims and managing negotiations. <ul style="list-style-type: none"> • Prepare to address grievances and disputes • Manage grievances, disputes and negotiation process 	7pm – 10pm 1, 2, 3 Feb 2012 9am – 5.30pm 4, 5 Feb 2012

<p>HR-PRB-402E-1 Implement and evaluate remuneration programmes</p>	<p>This programme will help participants acquire the skills and knowledge to develop, implement and maintain remuneration plans and processes across the organisation. It covers benchmarking remuneration processes and reviewing the effectiveness of current remuneration processes.</p> <ul style="list-style-type: none"> • Develop processes for the delivery of remuneration • Facilitate implementation of remuneration processes • Monitor and review remuneration processes 	<p>7pm – 10pm 13, 15, 17 Feb 2012</p> <p>9am to 5.30pm 18, 19 Feb 2012</p>
<p>HR-PRB-404E-1 Implement performance management programme</p>	<p>Learn how to implement the performance review process and measure the effectiveness of performance management programme to ensure the best outcome for the organisation.</p> <ul style="list-style-type: none"> • Promoting understanding and awareness of performance management programme • Provide support to conduct performance management • Monitor and review performance management processes 	<p>7pm – 10pm 5, 7, 9 Mar 2012</p> <p>9am – 5.30pm 10, 11 Mar 2012</p>
<p>HR-GEN-401C-0 Align human resource services with business needs</p>	<p>This module addresses the skills and knowledge required to ensure people management and human capital services are aligned with the needs of your business.</p> <ul style="list-style-type: none"> • Review organisation's strategies and business plans • Review internal and external factors that may impact HR services • Ensure HR activities and services support the business 	<p>7pm – 10pm 19, 21, 23 Mar 2012</p> <p>9am – 5.30pm 24, 25 Mar 2012</p>

<p>HR-GEN-402C-0 Develop workplace and business relationships</p>	<p>This course provides middle managers the skills and knowledge to understand why and how to network and to seize networking opportunities for better and effective collaborations.</p> <ul style="list-style-type: none"> • Identify critical and relevant networks and relationships • Build workplace networks and relationships • Support stakeholder participation in external networks 	<p>7pm – 10pm 2, 4, 5 Apr 2012</p> <p>9am – 5.30pm 7, 8 Apr 2012</p>
<p>HR-GEN-405C-0 Measure human resource functional effectiveness</p>	<p>Learn about the tools and methods for measuring the effectiveness of HR functions and gain insights on how to translate these results into recommendations for tangible action.</p> <ul style="list-style-type: none"> • Determine priorities for measurement of human resource functions • Develop processes to measure human resource functional effectiveness • Report on measurement of human resource functional effectiveness 	<p>7pm – 10pm 16, 18, 20 Apr 2012</p> <p>9am – 5.30pm 21, 22 Apr 2012</p>
<p>HR-GEN-404C-0 Manage budgets and finances</p>	<p>This programme equips HR professionals and managers with the skills and knowledge to create HR budgets, monitor and control the results, as well as report on the outcomes.</p> <p>Especially tailored for non-financial managers, this module will enable participants to acquire operational, managerial and analytical competencies to be able to confidently create HR budgets, analyse its contents intelligently, and report on the variances, with a review and feedback mechanism.</p> <ul style="list-style-type: none"> • Create budgets for human resource functions • Produce reports from human resource information systems • Report on outcomes of budgets and financial plans 	<p>7pm – 10pm 7, 9, 11 May 2012</p> <p>9am – 5.30pm 12, 13 May 2012</p>

<p>HR-GEN-412C-1 Develop human resource policy framework</p>	<p>This module helps participants learn to develop a broad policy framework to support the successful implementation of organisational HR objectives. It includes</p> <ul style="list-style-type: none"> • The review, development and evaluation of HR framework, policies and procedures • Development of communication and implementation plans and • Consultation with key stakeholders to support the implementation of the framework 	<p>7pm – 10pm 21, 23, 25 May 2012</p> <p>9am – 5.30pm 26, 27 May 2012</p>
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For more enquiries on our courses, please call 6423 0388.