

# CERTIFIED

# HUMAN RESOURCE PROFESSIONAL

A foundation and advanced course in the field of HR



A four months evening program taught on weekends or on designated days in a week with flexible timings for the convenience of working professionals to take this course. It is specially designed to provide the abilities required for human resource management in organizations.

Manufacturing **QUALITY** Service **QUALITY** Education **QUALITY** Healthcare **QUALITY**



## **HUMAN RESOURCE MANAGEMENT PROFESSIONAL**

Established in 1991 as a private organization, PIQC Institute of Quality (formerly Pakistan Institute of Quality Control) is providing Corporate Professional Development Programs in the field of management. PIQC, with its training centers at Lahore, Karachi and in some other cities of the country, has built a strong foundation of Quality related Human infrastructure during the past 20 years; who are not only serving on the key posts within the country but also in the Middle East, USA, Canada and European countries.

Certified Human Resource Professional (CHRP) is an extensive training program for the professionals in search of a real professional foundation and skills in the field of Human Resource Management. This is a four months evening program aimed to provide the necessary knowledge, skills and capabilities to individuals and organizations to effectively manage and develop Human Resource activities. The body of knowledge of this professional training program is derived from globally popular similar programs. Companies who want to establish the professional function of Human Resources must consider educating their professionals in this training Program.



### **Intended Learning Outcomes**

Upon successful completion of this course, the participants will be able to:

1. Use Human Resource Management Tools in their professional work
2. Re-conceptualize, through critical analysis, their current roles, responsibilities and approaches in different organizational set-ups as a HR Professional
3. Carry out practical projects in their current jobs to display the practical application of the technical knowledge
4. Be able to initiate or improve the important HR management programs in their organizations

### **Gain Practical Knowledge & Skills**

This is one of the courses in human resources and includes a large number of related tools and approaches. The course is specially designed to provide practical exposure to participants with practical examples, projects and hands on experiences on different tools and techniques so that they are able to perform better in their companies from practical points of views and can actually build the company to the world-class level.



## Course Modules

### Module 1: Strategic HR in the Global Context

Global perspective of HRM, Strategic HRM Planning, HR as change agent

### Module 2: HRM Planning, Recruitment & Placement

HR Planning Job Analysis and Design, Recruitment, Selection Process and Induction Orientation and Placement

### Module 3: Training and Development

Gap Analysis/ Training Need Analysis, Training Methods and Design and Training Evaluation, Career Development, Succession Planning

### Module 4: Performance Management

Concepts and Techniques, Designing and implementing Performance Appraisal System, Career Development

### Module 5: Compensation Management

Overview of Compensation, Management Wage and Salary Administration, Variable Pay (Incentives Recognition & Bonus), Accounting & Finance for HR Professionals and salary Taxation

### Module 6: Labor Relations

Labor Laws, Union Relationship and Work Ethics, Maintenance of Discipline at Work Place and Conducting Domestic Inquiries

### Module 7: Organizational Behavior

Principles of Organizational Behavior, Leadership & Motivation, Group Dynamics, Quality Circle/ Teams

### Module 8: Special Topics

HR Information System (HRIS), HRIS Audits, Social Accountability (SA-8000), Stress Management, HRM from Quality Management Perspective



- 1 Establish context and strategic direction for training and development
- 2 Confirm competency requirements/proficiency and conduct training needs assessment
- 3 Prepare long-term training and development plan, with year one priorities
- 4 Design, develop and test specific training progress
- 5 Roll out training programs and measure results



## Project Submission

The participants are required to work on a real life projects on selected topics and tools, preferably from the organizations in which they are working. The projects will be of a practical nature and should be completed within the stipulated time frames. A project report will be submitted in accordance with the laid down criteria, format and coverage.



## Faculty

The faculty is derived from a pool of qualified practitioners and academicians with sound track record and expertise in the field.

## Training Strategies

This is a professional course and involves a number of higher level teaching methodologies. The course is spread over four months to allow inter-session study. In this respect you will have to carry out timely study, investigations, and assignments to grip the subject. The class discussions are framed to highlight the key points, create critical thinking, share experiences of fellow professionals and build professional maturity.



## Award of Certificate

Qualified participants will be awarded with a Certification upon completion of course material, as well as qualifying the exam and the assigned project.

## Duration

This is four months training program with classes twice a week. Training timings are from 6:00 pm to 9:00 pm.

## Fee

The course fee is Rs. 36,000 plus Rs 3000 as registration charges. The course fee can be paid in four equal monthly installments.

## Venue

PIQC Training Center, Lahore.

## Date

November 24, 2011



**PIQC**

*Leading the Modern Quality  
Movement in Pakistan*



*Your best choice for*

**Degree Programs**

MS Quality Management  
BS & MS Industrial Management  
MS Human Resource Management

**International Certifications**

IRCA (UK) Lead Auditor QMS 9000 (IQCS Singapore)  
Six Sigma Green/Black Belt (SQII Singapore)

**Foundation Courses**

Certified Quality Professional  
Certified Human Resource Professional  
Advance Certificate in Quality Assurance  
Certified Quality Inspector  
Certified HSE Professional

**Corporate Seminars**

Total Quality Management - Total Productive Maintenance -  
Metrology - ISO 9000 QMS - ISO 17025 Lab Management -  
ISO 22000 Food Safety Management System - Academic  
Quality Assurance & Auditing - HR Auditing - Customer  
Relationship Management - Professional Selling Skills.



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