



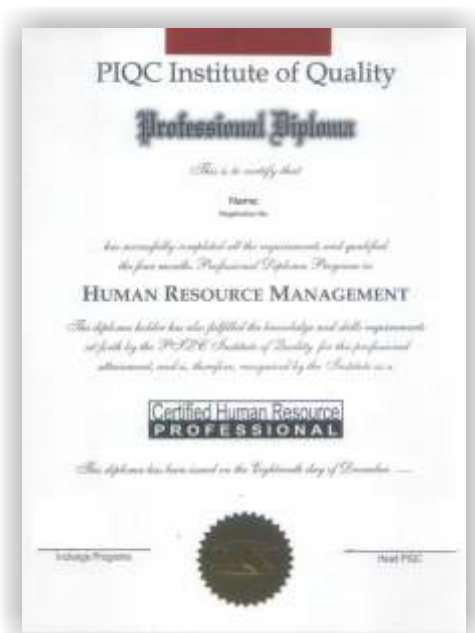
PIQC

Leading the Modern  
Quality Movement in Pakistan

CHRP

# Certified Human Resource Professional

4 Months Weekend Based  
Professional Diploma in Human Resource Management



*This professional diploma is beneficial for Human Resource Managers, Admin Managers and all those professionals interested in the field of human resources*

Certified Human Resource  
Professional



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# Certified Human Resource Professional

## Introduction

Professional Diploma/Certified Human Resource Professional (CHRP) is an extensive & comprehensive course designed for the professionals and beginners to provide them solid professional foundation besides developing their skills & competence in the field of Human Resource Management. This is a four months weekend based course which aims to provide the required knowledge, skills and capabilities to professionals and organizations for effectively managing and developing Human Resource activities. The body of knowledge of this professional diploma / certification course is derived from globally popular similar courses. Companies desirous to establish the HR functions in their activities must consider getting their relevant persons educated / trained in this course.

## 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, your current roles, responsibilities and approaches in different organizational set-ups as a HR Professional.
3. Carry out practical projects in your current jobs to display the practical application of the technical knowledge.
4. be able to initiate or improve the important HR management programs in your organizations.

## Admissions

Eligibility for admission in this course is graduation with preferably two years of minimum work experience in the relevant field.

## Award of Certification

Course participants on completion of course material have to qualify the written exam, assignments & quizzes and submission of practical project on assigned topic. Qualification is with 60% marks in each of the three segments. Qualified participants are then awarded with Certification / Diploma.

## Course Material

Course material, class notes and instructor slides are provided in hard / soft form.

## Teaching Strategies

This is a professional course which demands higher level of teaching methodologies. The course is spread over four months to allow inter-session study. In this respect participants will have to carry out timely study, investigations, and assignments to grip the subject. Discussions in the class are focused on the key points, critical thinking, experience sharing of fellow professionals and building professional maturity.



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# Your best choice to become a Human Resource Professional

## Project

The participants are required to work on a real life projects on assigned 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 have to be developed and 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 relevant fields.

## Program Structure and Contents

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

Global perspective of HRM, Strategic HRM Planning, HR as Change Management

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

HR Planning, Job Analysis and Design, Recruitment, Selection Process and Induction Orientation and Placement, Human Behavior and Occupational Safety

**Module 3:** Training and Development:

Gap Analysis/ Training Need Analysis, Training Methods and Design and Training Evaluation & 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:

Leadership & Motivation, Team Dynamics, Organizational Culture

**Module 8:** Special Topics:  
HR Information System (HRIS), HRIS Audits, Social Accountability (SA-8000), Stress Management, HRM from Quality Management Perspective.



## PIQC - Center for Excellence

Leading Institute in Pakistan providing academic programs, professional diplomas & certifications, short courses and corporate development in Quality Control (QC), Quality Assurance (QA) and Total Quality Management (TQM), Human Resource Management (HRM) and Health, Safety and Environment (HSE). Celebrating the 25th year of its establishment, PIQC vision is to see Pakistan a hallmark of Quality in the national and global environments. With its leadership and team of specialists, it has provided academic education and professional courses to more than 40,000 students and professionals. It is the pioneer and most authentic source for running International Six Sigma and Lean Manufacturing programs, including Six Sigma Yellow Belt, Six Sigma Green Belt and Six Sigma Black Belt in Pakistan.

PIQC has professional collaborations and linkages with various local and foreign organizations including Hamdard University, Superior University, NED University of Engineering and Technology, IQCS Certification, Singapore Quality Institute International (SQII), American Society for Quality (ASQ), and Quality and Productivity Society of Pakistan (QPSP)

Degree Programs	Professional Diploma	International Certifications	Corporate Courses	International Conventions
Masters & MPhil in: Quality Management  Human Resource Management  Industrial Management  EHS Management	PIQC Diplomas/ Certifications in Quality Management  Project Management Health Care Quality Management HSE Management HRM Management Supply Chain Management Labor Laws and IR Management	Internationally Recognized Certifications  IRCA (UK) Accredited Certified ISO 9000 Lead Auditor  Certified Six Sigma Green Belt & Black Belt	Nation-wise seminars & workshops on Total Quality Management, Six Sigma, ISO 9000 Quality Assurance in Manufacturing, Services, Education, Banks and Healthcare, Total Productive Maintenance	PIQC has organized 13 International Conventions on Quality Improvement and 5 National Conferences on Quality Education in Pakistan since 1991

### PIQC INSTITUTE OF QUALITY

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