



SZABIST
UNIVERSITY
Islamabad Campus



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Certificate Course Certified Human Resource Management (CHRM)

Commencement

Aug 10th

Duration: 4 weeks - 2 Classes per week - 8 hrs / Day
(Lunch + Tea)

Classes to be held on Saturdays & Sundays

Course Instructor: **Dr. Ahmed Ali Qureshi**

Last Date to Register: August 08, 2024



Course Fee

Rs. 25,000/-

20% Discount for SZABIST Students & Alumni-
Installment Payment Option Available

**20%
Discount**
For Group of 3

For Registration

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4 Weeks Certificate Course

Certified Human Resources Professional

Presented by: **SZABIST University, Islamabad Campus**

Course Overview:

Our Human Resources Management Certificate Course offers an all-encompassing exploration into the vital aspects of HR, ensuring you are adept at managing the complexities of the modern workplace. From recruitment and selection to employee separation, this course covers essential topics such as salary and compensation, performance appraisal, training and development, stress management, and grievance redressal. Each module is designed to provide both theoretical knowledge and practical application, equipping you with the skills needed to develop and implement effective HR strategies. With a focus on real-world scenarios and case studies, our course prepares you to tackle HR challenges with confidence and professionalism, making you a valuable asset to any organization.

Benefits of Investing in This Course

1. **Comprehensive Knowledge:** Gain a thorough understanding of all critical HR functions, from recruitment to employee separation, ensuring you are well-versed in every aspect of human resources management.
 2. **Practical Skills:** Develop hands-on skills in job analysis, salary management, performance evaluation, training design, and more, enabling you to implement effective HR practices in your workplace.
 3. **Career Advancement:** Enhance your resume and increase your job prospects with a recognized certification, making you a more competitive candidate for HR positions and promotions.
 4. **Flexible Learning:** Benefit from a flexible learning environment that allows you to study at your own pace, whether online or in-person, making it easier to balance your education with your professional and personal commitments.
 5. **Real-World Application:** Apply knowledge gained in this course to practical scenarios through real-world examples, ensuring you can translate learning into actionable outcomes in your workplace.
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Course Learning Outcomes

By the end of this course, participants will:

1. Have a strong understanding of HR concepts and terminologies.
 2. Develop and evaluate HR policies and procedures.
 3. Gain hands-on experience with all the forms, checklists, and workflows.
 4. Perform HR tasks.
 5. Develop workflows.
 6. Complete a HR manual project demonstrating ability to manage real-world scenarios.
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Advantages of Getting This Course from SZABIST University

Academic Excellence and Industry Connections

- **Experienced Faculty:** Learn from seasoned HR professionals and expert faculty members who bring a wealth of knowledge and mentorship to the classroom.
- **Industry Partnerships:** Benefit from SZABIST's strong connections with leading tech companies and industry partners, providing opportunities for internships, collaborative projects, and potential employment upon graduation.
- **Comprehensive Curriculum:** Engage with a curriculum that balances theoretical concepts with practical

skills, ensuring you are well-prepared for advanced roles in HR management.

Career and Networking Opportunities

- **Networking Events:** Participate in regular workshops, seminars, and guest lectures from industry experts, offering valuable networking opportunities and insights into current industry trends.
- **Career Services:** Utilize SZABIST's dedicated career services for job placement guidance and support, facilitating a smooth transition into the workforce.
- **Global Job Market Preparation:** Equip yourself with skills that are in high demand globally, preparing for roles in the international job market.

Facts and Figures

- **High Graduate Employment Rate:** Join a community of SZABIST graduates who enjoy a high employment rate, with many securing positions in top companies both within Pakistan and internationally.
- **Research Funding:** Benefit from substantial research funding that enables continuous advancements and innovation in HR management and related fields.
- **Student Success Stories:** Be inspired by numerous alumni who have made significant contributions to the industry and hold influential positions in leading organizations.

Career Opportunities

After completing the Human Resources Management Certificate Course at SZABIST University, participants will be eligible for a variety of job titles within the HR field, including:

1. HR Coordinator
2. HR Generalist
3. HR Specialist
4. Recruitment Specialist
5. Talent Acquisition Specialist
6. Compensation and Benefits Specialist
7. Training and Development Coordinator
8. HR Analyst
9. Employee Relations Specialist
10. Performance Appraisal Specialist
11. HR Consultant
12. HR Manager
13. HR Business Partner
14. Onboarding Coordinator
15. Payroll Specialist
16. Benefits Administrator
17. HR Compliance Officer

These roles encompass a range of HR functions, from recruitment and talent acquisition to employee relations, training, and performance management, allowing graduates to pursue diverse and rewarding careers in human resources.

International Certifications

After successfully completing the Human Resources Management Certificate Course at SZABIST University, participants will be well-prepared to pursue various international HR certifications, including:

1. **Professional in Human Resources (PHR)**
 - Offered by the HR Certification Institute (HRCI)
2. **Senior Professional in Human Resources (SPHR)**
 - Offered by the HR Certification Institute (HRCI)
3. **Global Professional in Human Resources (GPHR)**
 - Offered by the HR Certification Institute (HRCI)
4. **Associate Professional in Human Resources (aPHR)**
 - Offered by the HR Certification Institute (HRCI)
5. **Certified Professional (SHRM-CP)**
 - Offered by the Society for Human Resource Management (SHRM)
6. **Senior Certified Professional (SHRM-SCP)**
 - Offered by the Society for Human Resource Management (SHRM)
7. **Chartered Institute of Personnel and Development (CIPD)**
 - Various levels, including Foundation, Intermediate, and Advanced Diplomas in HR Practice
8. **Certified Talent Management Practitioner (CTMP)**
 - Offered by the Talent Management Institute
9. **Strategic HR Business Partner (sHRBP)**
 - Offered by the Human Capital Institute (HCI)
10. **International Public Management Association for Human Resources (IPMA-HR)**
 - Various levels, including IPMA-CP (Certified Professional) and IPMA-SCP (Senior Certified Professional)

These certifications are globally recognized, can significantly enhance your credibility, career prospects, and expertise in the HR field.



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Course Schedule

Duration: Four Weekends (Saturday and Sunday)

Timing: 9 AM to 5 PM (including tea breaks and lunch break)

Commencement: August 10, 2024

Weekend 1

Saturday

Morning Session (9 AM - 12 PM)

- Content: Introduction to Human Resources Management
 - Overview of HR Functions
 - Importance of HR in Organizations
 - Course Objectives and Learning Outcomes
- Tasks:
 - Ice-breaker activities
 - Group discussion on HR roles and responsibilities

Tea Break (10:30 AM - 10:45 AM)

- Content: Recruitment & Selection (Part 1)
 - Job Analysis
 - Job Descriptions and Specifications

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Recruitment & Selection (Part 2)
 - Job Advertisements
 - Personnel Planning and Forecasting
 - Internal vs External Hiring
- Tasks:
 - Create a job description
 - Develop a job advertisement

Tea Break (3 PM - 3:15 PM)

- Content: Shortlisting and Nepotism Management
 - Personality and KSAs Testing
 - Background Verification
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Sunday

Morning Session (9 AM - 12 PM)

- Content: Recruitment & Selection (Part 3)
 - Interview Techniques
 - Multiple vs Single Interviews
 - Interview Panels
- Tasks:
 - Design interview questions
 - Role-play interview scenarios

Tea Break (10:30 AM - 10:45 AM)

- Content: Offer Letters and Contracts
 - Onboarding Processes
 - HR Booklets and Orientation

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Salary & Compensation (Part 1)
 - Minimum Salary Policy
 - Tax Compliance
 - EOBI
- Tasks:
 - Create a sample salary sheet
 - Calculate payroll tax deductions

Tea Break (3 PM - 3:15 PM)

- Content: Salary & Compensation (Part 2)
 - Health Insurance
 - Creating Salary Slips
 - Salary Increments
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Weekend 2

Saturday

Morning Session (9 AM - 12 PM)

- Content: Performance Appraisal (Part 1)
 - Use of Job Descriptions in Performance Appraisals
 - Objective vs Subjective Appraisals
- Tasks:
 - Develop performance appraisal criteria
 - Case study on performance evaluation

Tea Break (10:30 AM - 10:45 AM)

- Content: Performance Appraisal (Part 2)
 - Designing a Performance Appraisal System

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Training and Development (Part 1)
 - Training Needs Analysis (TNA)
 - Designing Training Programs
- Tasks:
 - Conduct a TNA for a given role
 - Create a training program outline

Tea Break (3 PM - 3:15 PM)

- Content: Training and Development (Part 2)
 - Job Rotation
 - Mentoring and Coaching
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Sunday

Morning Session (9 AM - 12 PM)

- Content: Stress & Pressure Management (Part 1)
 - Stress Management Techniques
 - Time Blocking vs Time Boxing
- Tasks:
 - Time management exercise
 - Develop a personal stress management plan

Tea Break (10:30 AM - 10:45 AM)

- Content: Stress & Pressure Management (Part 2)
 - Goal Setting and Time Management

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Grievance Redressal / Disciplinary Action (Part 1)
 - Anti-Sexual Harassment Policies
 - Protection of Women Against Sexual Harassment at Workplace Act 2010
- Tasks:
 - Review and discuss case studies on workplace harassment
 - Develop a grievance redressal policy

Tea Break (3 PM - 3:15 PM)

- Content: Grievance Redressal / Disciplinary Action (Part 2)
 - Disciplinary Procedures
 - Committees and Ombudsperson Roles
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Weekend 3

Saturday

Morning Session (9 AM - 12 PM)

- Content: Employee Separation (Part 1)
 - Functional vs Dysfunctional Turnover
 - Employee Termination Processes
- Tasks:
 - Analyze turnover data
 - Develop an employee termination checklist

Tea Break (10:30 AM - 10:45 AM)

Content: Employee Separation (Part 2)

- Exit Interviews
- Post-termination Procedures

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Review and Integration
 - Recap of Recruitment & Selection
 - Recap of Salary & Compensation
- Tasks:
 - Group discussions on key takeaways
 - Practical exercises and role-plays

Tea Break (3 PM - 3:15 PM)

- Content: Practical Application
 - Mock Interviews
 - Salary Negotiation Role-plays
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Sunday

Morning Session (9 AM - 12 PM)

- Content: Review and Integration
 - Recap of Performance Appraisal
 - Recap of Training and Development
- Tasks:
 - Group discussions on key takeaways
 - Practical exercises and role-plays

Tea Break (10:30 AM - 10:45 AM)

- Content: Practical Application
 - Performance Appraisal Simulations
 - Training Program Presentations

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Review and Integration
 - Recap of Stress Management
 - Recap of Grievance Redressal and Disciplinary Action
- Tasks:
 - Group discussions on key takeaways
 - Practical exercises and role-plays

Tea Break (3 PM - 3:15 PM)

- Content: Final Integration
 - Comprehensive Case Study Analysis
 - Q&A Session
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Weekend 4

Saturday

Morning Session (9 AM - 12 PM)

- Content: Capstone Project (Part 1)
 - Introduction to Capstone Project
 - Project Guidelines and Expectations
- Tasks:
 - Begin working on capstone projects in groups
 - Initial project presentations

Tea Break (10:30 AM - 10:45 AM)

- Content: Capstone Project (Part 2)
 - Continued Project Work

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Capstone Project (Part 3)
 - Mid-Project Reviews
 - Feedback and Adjustments

Tea Break (3 PM - 3:15 PM)

- Content: Capstone Project (Part 4)
 - Final Project Preparations
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Sunday

Morning Session (9 AM - 12 PM)

- Content: Capstone Project Presentations (Part 1)
 - Group Presentations
 - Peer Reviews and Feedback
- Tasks:
 - Present capstone projects
 - Participate in peer review sessions

Tea Break (10:30 AM - 10:45 AM)

- Content: Capstone Project Presentations (Part 2)
 - Continued Presentations

Lunch Break (12 PM - 1 PM)

Afternoon Session (1 PM - 5 PM)

- Content: Final Assessment and Certification
 - Comprehensive Review
 - Final Exam/Assessment
- Tasks:
 - Complete final assessment
 - Receive feedback on performance

Tea Break (3 PM - 3:15 PM)

- Content: Certification Ceremony

- Awarding of Certificates
 - Closing Remarks and Networking
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This structured schedule ensures a comprehensive understanding of HR management topics, combining theoretical knowledge with practical application through tasks, role-plays, and capstone projects.

Enrolling in the Human Resources Management Certificate Course at SZABIST University offers you a unique opportunity to advance your career in the dynamic field of HR. Our comprehensive curriculum, delivered by experienced faculty and industry professionals, equips you with the essential knowledge and practical skills needed to excel in various HR roles. From recruitment and selection to performance management, training, and employee relations, you will gain a deep understanding of the critical functions within HR.

By completing this course, you will be well-prepared to pursue internationally recognized HR certifications and take on advanced positions in the global job market. Moreover, SZABIST's strong industry connections, career services, and networking opportunities will support your professional growth and help you achieve your career aspirations.

Join us at SZABIST University and take the next step towards becoming a leader in human resources management.