

HUMAN RESOURCE

MANAGEMENT DIPLOMA



Three Providers. One HRM Diploma

Backed up with HR body of knowledge and incremental experiences of three combined prestigious providers who distilled the best practices of HRM field, HRM programs offered by Brilliance is best known of its balance between the academic knowledge and theory in conjunction with professional tools and techniques applied in dynamic business environment.

1. Human Resources Certification Institute (HRCI), USA

HRCI®, headquartered in USA, is the premier credentialing and learning organization for the HR profession. For over 45 years, HRCI has set the global standard for HR expertise and excellence through commitment to the development and advancement of businesspeople in the people business. HRCI develops and offers world-class learning, and is dedicated to helping professionals achieve new competencies that drive business results.

2. Brilliance Business School

Brilliance Business School is a prestigious management educational institution that offers a wide spectrum of business and management programs that includes doctorate, master, diploma and certificates in collaboration with international global partners. During the past 15 years, Brilliance Business School has been one of the vital destination of thousands of management professionals and alumni who benefited from its diverse programs and successfully completed their programs.

3. Rome Business School, Rome, Italy

Rome Business School is an academic and research institute of excellence that offers wide range of academic postgraduate programs. Rome Business School is one of the leading business schools in Italy accredited from the Italian Ministry of Education, University and Research (MIUR)

Based in Rome but active in all Italy and internationally, the Rome Business School gives graduates, professionals and entrepreneurs the chance to develop their competencies in managerial disciplines based on the best international standards, thus helping them to become competitive in the job, professional and entrepreneurial markets.

HRM Diploma Overview

Organizations are becoming more and more aware of the importance of their HR as one of the most critical factors that contributes to the organizations' success and growth.

Organizations realize that acquiring their optimum performance of their Human Capital (HC) creates the greatest and inimitable asset of an organization. HRM helps their organizations to identify, attract, train and maintain fit with the organization's culture and meet the requirements of their organizations.

Brilliance Business School HRM Diploma aims to achieve the most effective benefit of HR, not only by equipping the participants with the necessary knowledge and skills for HRM's roles and functions but also integrates a holistic approach of practical tools and techniques in a real business context.



Diploma Objectives

- Get comprehensive learning experiences of various HR functions
- Learn HRM from a holistic operational and strategic viewpoint
- Align the HRM activities with the organizational strategy
- Acquire HR knowledge and skills with hands-on exercises and activities that applied in HR dynamic business environment
- Apply various tools and techniques of best practices of various Human Recourses functions

No.	Modules	Duration
One	Job Analysis/ Competency Framework	12 Hours
Two	WF Planning, Recruiting and Selection	12 Hours
Three	Training and Development	18 Hours
Four	Performance Management & Appraisal	12 Hours
Five	Compensation and Benefits	18 Hours
Six	Labor Law and Employee Relations	12 Hours
Total		84 Hours

DIPLOMA OUTLINE

Module I: HRM Overview and Overview (6 hours)

- HRM - Definition and Concept
- HRM relation with strategy
- Different roles and function of HR professionals
- Define Strategic Management and Planning Concept
- Environmental Scanning – External factors
- Environmental Scanning – Strategic factors
- Vision, Mission, Objectives and strategy

Module II: Job Analysis and Competency Framework (12 hours)

- Job Analysis: Job description and Job specification
- What are JD's include? Sections of JD
- Writing effective Job descriptions
- Job specification to relation of job description
- Competency framework– Definition and Concept
- Competency-based Human Resource
- Types and components of competencies
- Competencies needed for different jobs
- Behavioral Indicators – Concept and definition

Module III: Workforce Planning – Recruiting, Interviewing and Selection (12 hours)

- Workforce planning Techniques
- Recruitment channels; Internal and External
- Types of tests and assessments
- Assessment of competencies of the job
- Techniques of selection interviews
- Revealing the required information
- Evaluating answers given by the candidate
- Competency evaluation scale

Module IV: Training and Development (12 hours)

- Essential concepts and definitions
- Nature and types of adult learning
- Talent Management and development
- Training generic model
- Training Needs Analysis steps

- Performance gap analysis
- Training versus non-training solutions
- Methods of training evaluation
- Formative versus Summative training evaluation

Module V: Performance Management & Appraisal (12 Hours)

- Performance Management (PM) concept
- PM from traditional views to new concepts
- PM misconceptions versus performance appraisal
- Types of appraisals and 360 appraisals
- Performance Management system model
- Performance planning
- Performance monitoring and coaching
- Performance appraisal
- Learning and development

Module VI: Compensation and Benefits (12 hours)

- Compensation planning and its methods
- Factors of determining pay rates
- Job Evaluation and compensable factors - Concept
- Explaining how to price managerial jobs
- Current trends in compensation
- Incentives for employees, managers and executives
- Effective incentive plans
- Insurance and other job benefits
- Retirement plans and benefits
- Flexible benefit employee programs

Module VII: Labor Law and Employee Relations (12 hours)

- Work Contract, working hours and leaves
- Female labor and child labor
- Termination of work relation and workers duties
- Social security memberships
- Memberships ratios
- General conditions for receiving the pension
- Social care and covering work injuries and illnesses

Instructor's Profile

The program is led by a group of instructors who are known for their significant teaching experience which is focused on HRM and training skills. In addition to their professional background in HRM that enriches discussions and real case studies that optimize the learning experience with knowledge and practice.

Contacts

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