






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| Programme Name | Professional Executive Diploma in Human Resources Management. |
| Level | 4 |
| Total Credits | 5 |
| Type of award | Professional Executive Diploma. |
| Programme Description | The Executive Diploma in HRM aims at training and specializing HRM professionals in the most important and challenging HRM issues, providing them with the expertise knowledge required in order becoming successful, dynamic HRM executives. |
| Objective | <ul style="list-style-type: none">  1) To provide an opportunity to the participants to earn a professional qualification in HR.  2) To provide the participants with an in-depth understanding of various concepts in HR.  3) To get tuned to the latest developments and best practices in HR.  4) To prepare the participants to head the HR function in the operating divisions.  5) To develop a repository of HR experts who can lead change in the organization. |
| Programme Learning Outcomes | <ul style="list-style-type: none"> 1) Demonstrate the ability to identify the overall roles, functions and activities for HRM. 2) Apply various tools and techniques in managing HR including planning, appraisal and performance management 3) Be aware of the challenges and focus of HRM in line with changing trends and development impacting HRM. |
| Language of instruction | English |
| Method of learning and teaching (e.g. lecture/tutorial/lab/field work/studio/blended learning/e-learning, etc.): | Lectures. |
| Entry requirements: | This programme is available to working adults with a minimum age of 21. |
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Brief description of courses offered in the programme:

| Topic | Course | Credit |
|--------------|---|---------------|
| 1. | Human Resource Strategic Role and HR Scorecards | 1 |
| 2. | Recruitment, Placement and Personal Planning | 1 |
| 3. | Screening, Interviewing and Selection Process | 1 |
| 4. | Training and Development for the further growth | 1 |
| 5. | Payroll and Performance Appraisal | 1 |
| | Total Credit Value | 5 |

COURSE INFORMATION:

| Course Name | Human Resource Strategic Role and HR Scorecards | | | |
|---------------------------------|---|----------------------------------|-----------|----------------------|
| Course Code | DHRM4011 | | | |
| Course Description | HRM Scorecard that identifies and measures the HR “deliverables” needed to make the corporate strategy work. The most potent action HR managers can take to ensure their strategic contribution is to develop a measurement system that convincingly show- cases HR's impact on business performance. | | | |
| Course Learning Outcomes | <ul style="list-style-type: none"> • Outline the steps in Strategic HRM Process. • Elaborate the high performance work systems. | | | |
| Credits | 1 | | | |
| Topic | Content/Modules | Teaching and Learning Activities | | |
| | | Face to Face | | Independent Learning |
| | | Lecture | Practical | |
| 1. | Operational Role in HRM- <ul style="list-style-type: none"> • Manpower Planning Issue. • Planning and executing recruitment for different Position. • Performance management for goal alignment, motivation and development. • Implementing 360 degree Work Process. • Developing Competency Framework. | 2 | | 2 |
| 2. | Leadership and Talent Management- <ul style="list-style-type: none"> • Transactional and Transformational Leadership. • Developing your team. • Motivating and engaging Employees. | 3 | | 3 |
| 3. | Understanding Strategic Role in Management- <ul style="list-style-type: none"> • Strategy Formulation, Industry level Analysis. • Value Chain Analysis, Business and Corporate Strategies. • Strategy Execution Issues. | 3 | | 3 |
| 4. | Business Strategies and SHRM- <ul style="list-style-type: none"> • Universal, Contingency, Configurationally views. • Vertical Fit Balance Score card Framework. • Labour laws and its impact on Organization. • Aligning HRM Policies to the business strategies/Organizational goals-Cost of Leadership. | 3 | | 3 |
| 5. | HR Scorecard- <ul style="list-style-type: none"> • Creating HR Strategy Map. • Identify HR Deliverables. • Creation of HR Policies, Processes and Practices. • Aligning the HR Systems. • Creating HR Efficiencies. | 3 | | 3 |
| Total | | 14 | | 14 |
| Credit | | 1 | | |
| References | Armstrong, Michael (2009). <i>Armstrong's handbook of human resource management practice</i> . Armstrong, Michael, 1928- (Eleventh ed.). London: Kogan Page. ISBN 9780749457389 . OCLC 435643771 | | | |

| Course Name | Recruitment, Placement and Personal Planning. | | | |
|---------------------------------|--|----------------------------------|-----------|----------------------|
| Course Code | DHRM4021 | | | |
| Course Description | The quality of the organization's employees, their attitude, behavior and satisfaction with their jobs, and their behavior towards ethics and values and a sense of fair treatment all impact the firm's productivity, level of customer service, reputation, and survival. | | | |
| Course Learning Outcomes | <ul style="list-style-type: none"> To be aware of the role, functions and functioning of human resource department of the organizations. To have an understanding of the basic concepts, functions and processes of HRM. Evaluate the developing role of human resources in the global arena. | | | |
| Credits | 1 | | | |
| Topic | Content/Modules | Teaching and Learning Activities | | |
| | | Face to Face | | Independent Learning |
| | | Lecture | Practical | |
| 1. | Recruitment- <ul style="list-style-type: none"> List the steps in the recruitment and selection process. List and discuss the main outside sources of candidates. Explain how to recruit a more diverse workforce. Name and describe the main internal sources of candidates. | 2 | | 2 |
| 2. | Linking Recruitment to the HRM Process- <ul style="list-style-type: none"> Identify the link between recruitment and the HRM process. Recall opportunities and challenges associated with recruiting talent. | 3 | | 3 |
| 3. | Planning- <ul style="list-style-type: none"> Identify an organization's strategic planning process. Recall the steps in the strategic HR planning process. Define succession planning. | 3 | | 3 |
| 4. | Placement- <ul style="list-style-type: none"> Goal Setting Career Planning Reaching your Potential Time Management Stress Management Grooming and Discipline Communication Skills Listening Skills Team Building | 3 | | 3 |
| 5. | Placement Policies- <ul style="list-style-type: none"> To be able to form a policy for job analysis To know formalize, design and evaluate various recruitment and placement Policies. To be able to develop a selection and interviewing program | 3 | | 3 |
| Total | | 14 | | 14 |
| Credit | | 1 | | |
| References | James A. Breaugh (2013-10-15). "Establishing Recruitment Objectives and Developing a Recruitment Strategy for Attaining Them". <i>The Oxford Handbook of Recruitment</i> . doi:10.1093/oxfordhb/9780199756094.013.0020 | | | |

| Course Name | Screening, Interviewing and Selection Process. | | | |
|---------------------------------|---|----------------------------------|-----------|----------------------|
| Course Code | DHRM4031 | | | |
| Course Description | In most cases, a Screening & Interview includes a brief review of your background and a list of questions designed to determine if you're a viable candidate for the position. The questions will be about your qualifications, but the interviewer may also want to know your salary requirements and availability to work. | | | |
| Course Learning Outcomes | An understanding of how cultural differences can influence how resumes are presented and screened. Strategies to grow an organization's talent base by considering culturally-competent practices in resume screening. An action plan outlining ways to incorporate inclusive and culturally sensitive recruiting and screening practices within a participant's specific organization. Recognize how culture influences perceptual screens and behaviors during the interview process. Identify barriers which may hinder accurate assessment of immigrant candidates' perceived "fit". Apply culturally-competent strategies when using behavior-based interview questions. | | | |
| Credits | 1 | | | |
| Topic | Content/Modules | Teaching and Learning Activities | | |
| | | Face to Face | | Independent Learning |
| | | Lecture | Practical | |
| 1. | Screening- <ul style="list-style-type: none"> Ticking off the basic or must-have requirements. Scanning for preferred or good-to-have qualifications. Matching the holistic picture of the candidate to the role. Screening Process- Length, Design, Language, Work Experience. | 2 | | 2 |
| 2. | Challenges in Candidate Screening- <ul style="list-style-type: none"> Quality of hire Time to fill Smarter Candidate Screening with Technology <ul style="list-style-type: none"> AI-enabled resume-Screening. The AI way to manage high volume. Improving quality of hire with AI | 2 | | 2 |
| 3. | Selection- <ul style="list-style-type: none"> Preliminary Interview, Receiving Applications, Screening. Employment Tests. Interview. Reference Checking. Medical Examination. Final Selection. | 2 | | 2 |
| 4. | Interviewing- <ul style="list-style-type: none"> Job Posting. Send Resume/Telephone Call. | 2 | | 2 |
| 5. | Multi-tier Recruitment Model- Tier 1-Contact/Help Desk. Tier 2-Administration. Tier 3-Process Of Evaluation. | 2 | | 2 |
| Total | | 14 | | 14 |
| Credit | | 1 | | |
| References | <i>"Introduction to Interviewing". Brandeis University. Retrieved 2015-05-02.</i> | | | |

| Course Name | Training and Development for the further growth | | | |
|---------------------------------|---|----------------------------------|-----------|----------------------|
| Course Code | DHRM4041 | | | |
| Course Description | Training and development officers are responsible for identifying staff training and development needs, and for planning, organizing and overseeing appropriate training. Employers may provide financial assistance and/or study leave to enable employees. | | | |
| Course Learning Outcomes | <ul style="list-style-type: none"> • Explain the role of training and development in human resources management. • Describe the psychology of the learning process on which training is based. • Analyze the training needs of an organization. • Assess, design, access and implement various methods, techniques and sources of training. | | | |
| Credits | 1 | | | |
| Topic | Content/Modules | Teaching and Learning Activities | | |
| | | Face to Face | | Independent Learning |
| | | Lecture | Practical | |
| 1. | Introduction- The Main Benefits of training courses The necessary adaptation of content Training courses have to be simple and decentralized | 2 | | 2 |
| 2. | How to develop training- Objectives of the training session Educational content Personal development Main learning skills and how to transfer knowledge Main learning Tools Improving a training session Training Skills. | | 2 | 2 |
| 3. | Training Methodologies- Main training methodologies Lecture method Interrogative method Demonstrative method Discovering method | | 2 | 2 |
| 4. | Training Evaluation: Instructional system- Communication. Team management and functioning Leadership development. Personal development. | | 2 | 2 |
| 5. | Training session- First session Presentation of the session Second session Last session Evaluation | | 2 | 2 |
| Total | | 14 | | 14 |
| Credit | | 1 | | |
| References | Aguinis, Herman; Kraiger, Kurt (January 2009). "Benefits of Training and Development for Individuals and Teams, Organizations, and Society". <i>Annual Review of Psychology</i> . 60 (1): 451–474. doi:10.1146/annurev.psych.60.110707.163505. ISSN 0066-4308. PMID 18976113 | | | |

| Course Name | Payroll and Performance Appraisal. | | | |
|---------------------------------|---|----------------------------------|-----------|----------------------|
| Course Code | DHRM4051 | | | |
| Course Description | An employee performance appraisal is a process—often combining both written and oral elements—whereby management evaluates and provides feedback on employee job performance, including steps to improve or redirect activities as needed. Documenting performance provides a basis for pay increases and Promotions. | | | |
| Course Learning Outcomes | To have an understanding of the basic concepts, functions and processes of Payroll & Performance Appraisal.2. To be aware of the role, functions and functioning of human resource department of the organizations. 3. To Design and formulate various HRM processes such as Recruitment, Selection, Training, Development, Performance appraisals and reward Systems, Compensation Plans and Ethical Behavior. | | | |
| Credits | 1 | | | |
| Topic | Content/Modules | Teaching and Learning Activities | | |
| | | Face to Face | | Independent Learning |
| | | Lecture | Practical | |
| 1. | Concepts in Performance Management and Appraisal- Describe the appraisal process. Develop, evaluate, and administer at least four performance appraisal tools. Explain and illustrate the problems to avoid in appraising performance. List and discuss the pros and cons of six appraisal methods. Perform an effective appraisal interview. | | | |
| 2. | Payroll Remuneration- Financial calculations Income Statement. Payroll clearing accounts. Withholding Tax and Payroll Tax Redundancy calculations and payments Fringe Benefits Tax, GST and payroll legislation Payroll audits. Payroll liability reports. | | | |
| 3. | Performance Appraisal Method- Traditional Method- Unstructured Method, Straight ranking Method, Paired Comparison Method, Graphic rating Method, Force Choice Method, Field Review. Modern Method- BARS, MBO, HR Accounting Method, 360 Degree Appraisal. | | | |
| 4. | Traditional Judgment Evaluations of PA- Graphic Rating Scale. Employee-Comparison Method. Behavioral Checklist and Scale. | | | |
| 5. | Peer and Self-assessments- Self-Assessments. Peer Assessments. 360 degree Feedback. Negotiated Performance Appraisal. | | | |
| Total | | 14 | | 14 |
| Credit | | 1 | | |
| References | Keeping, L. M. & Levy, P. E. (2000). "Performance appraisal reactions: Measurement, modeling, and method bias". <i>Journal of Applied Psychology</i> . 85 (5): 708–723. doi:10.1037/0021-9010.85.5.708 | | | |