

From 06th July to 28th July

Sat 6:00PM to 08:00PM - Sun 11AM to 01PM

# 4 weeks hrm

## Certification

For Appointment

- Phone Number: 04235752716-9
- Extension: 346
- Email: dean.sba@ncbae.edu.pk



NATIONAL COLLEGE  
OF BUSINESS ADMINISTRATION  
& ECONOMICS

Learning Investment:  
50,000

Discount Deals.

- ➔ For NCBA&E students 50% off.
- ➔ For group (corporate) of 5
- ➔ Every 5<sup>th</sup> person will be free.

- Address: 40-E/1, Gulberg 03, Lahore
- <http://ncbae.edu.pk/>

## hrm- 4 weeks certification

### Course Overview

This is four weeks' certification program with professional level module in Human Resource Management. It is designed to equip the participants with the right skills and underpinning of the knowledge in aspects of organizational development and their role as HRM professional within their organization. It encourages the use of theory to analyze issues, case studies and personal experiences of HR professionals.

### Learning Methodology

The workshop is based on the principle of experiential learning. The workshop focuses on live issues. Honest, direct communication and feedback will be an integral part of it. The training will be conducted in a very informal, interesting and interactive manner, which gives ample scope to the participants to interact with each other and face a wide variety of issues, topics, and situations that they are likely to come across as a part of their corporate and personal lives. Session includes:

- o Discussions, presentations, training videos and situation based activities .
- o Exercises, fun and activity based learning in a conducive environment

### Course Director

#### **ATIF MASOOD SIDDIQUI**

Certified Life Coach from (UK) Skill Enhancement Academy | Certified Success Coach | Assistant Vice President (HRG) Allied Bank | Certified Trainer & Recruiter | Educationist | Content Writer | Management Consultant | Social Media | Relationship Builder | Career Counselor on FM 93 Radio Pakistan

Atif is a professional Human Resources Management, Leadership Skill Banking Operations Specialist & Corporate Trainer, coupled with strong academic background & a proven records of accomplishment in international Training & Development.

He holds 18 + years of board scope training experience with literally thousands of individuals & delivery customized training modules for multinationals companies.

He is a Business Graduate with specialization in Human Resource Management & Organization Phycology.



### Course Director Atif Siddiqui

Trainer | 15 years of experience

Certified Coach from Uk

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### Course Contents

#### Module A

[Strategic Management in Human Resources]

1. Fundamentals of human resource management.
  - a. HR history, formation and functions.
  - b. The responsibilities of HR manager.
  - c. Strategic partner of organization
2. Global and strategic people management principles
  - a. International HR practices & its implementations
  - b. HR role in global networks & research
  - c. Underpins the strategic framework

[Strategic Management in Human Resources]

1. Personal Management Vs. HR Management
  - a. Traditional personnel management & its implementations
  - b. Managing a workforce from an administrative standpoint.
  - c. A broader vision
2. Case studies
  - a. Group activities
  - b. Group assignments

#### Module C

[Training and Development]

1. Training & development of employees
    - a. Broad term covering multiple kinds of employee learning.
    - b. To improve the performance and self-fulfillment
    - c. Keep up with industry changes with latest technology
  2. Performance management and appraisal.
    - a. Performance management Vs performance appraisals.
    - b. Performance review, performance evaluation
    - c. Performance appraisals as part of career development.
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1. Managing career
    - a. Types of employment
    - b. Setting personal goals, and formulating strategies
    - c. Organizational needs, objectives and preferences.
  2. Industrial Psychology.
    - a. Human behavior & it's application
    - b. Industrial-organizational & the workplace issues
    - c. Understanding businesses & employees function

### Course Contents

#### Module B

[Recruitment & Selection]

1. Job competence analysis & man power planning (MPP)
  - a. Competency-based HR planning system.
  - b. Advantages / challenges of a competency-based approach
  - c. "Firefighting" to staffing developments via dashboards/ reports.
2. Employee recruitment, selection methods and techniques.
  - a. Use pre-hire testing & psychometrics.
  - b. How technology can streamline your recruiting process.
  - c. Interview, test assessment methods for successful selection.

[Recruitment & Selection]

1. Employee retention and downsizing.
  - a. Knowledge retention during employee downsizing.
  - b. Retention strategies, strengthen an employee's confidence.
  - c. Ways to retain your great employees
2. Job Advertisements and relevant case studies.
  - a. Purpose of Job advertisement
  - b. How to write job posting & advertisements.
  - c. Advertisement an emotive introduction, how to tell Co. profile.

#### Module D

[Compensation and Benefits]

1. Compensation goals
    - a. To attract people to work for your organization.
    - b. Horizontal vs Vertical development & Skills.
    - c. Traditional Basis for pay vs. Strategic influences
  2. General benefit concepts
    - d. Objective & types of benefits program.
    - e. Categories of employee benefits.
    - f. Determination of benefits and incentive plans
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3. Compensation structure & philosophy.
    - a. Systems and structures
    - b. Management tools
    - c. Retention plan
  4. Retirement benefits plans.
    - a. Qualified retirement plan for the employer / plan sponsor.
    - b. Employer contributions are deductible.
    - c. Retirement plan can attract and retain employees