Pro-Certificate in Human Resource Management

Summary:

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<tr>
<th>Eligibility:</th>
<th>Any Graduate from Recognized University</th>
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<td>Duration:</td>
<td>6 Months</td>
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| Batches:           | January 2023 Batch - Last date of registration: 30th June, 2023
                  | July 2023 Batch - Last date of registration: 31st December, 2023 |
| Program Structure:| • Business Policies and Strategic Management  
                  | • Human Resource Development and Industrial Relations  
                  | • Strategic HRM  
                  | • Human Resource Management  
                  | • Team Building and Leadership |
| Program Fees:      | Rs. 50,000/-                           |

Course Layout:

➢ Business Policies and Strategic Management

Chapter 1: Fundamentals of Strategic Management
Structure: Introduction - Definition, Meaning and Scope of Strategy - Definition, Meaning and Scope of Business Policy - Evolution of Strategic Management - Mintzerb's 5 Ps of strategy - Summary - Key Words - Self Assessment Questions

Chapter 2: Strategy Formulation and Strategic Intent
Structure: Introduction - Steps in Strategy Formulation - Vision statement - Mission Statement - Objectives, Goals and Targets - Classification of Objectives - Top Down and Bottom Up Approaches - Summary - Key Words - Self Assessment Questions

Chapter 3: Strategy Formulation and CSR

Chapter 4: Business Environment Forecasting & Analysis
Chapter 5: Corporate Analysis
Technological Environment - Ecological Environment - Legal Environment - Summary - Key Words - Self Assessment Questions

Chapter 6: Types of Strategies

Chapter 7: Functional Strategies

Chapter 8: Strategic Information Technology Management

Chapter 9: Strategy Implementation & Organisational Issues

Chapter 10: Strategy Evaluation and Control
Structure: Introduction - Operational control - Strategic control - Effective evaluation system - Summary - Key Words - Self Assessment Questions

Human Resource Development and Industrial Relations

Chapter 1: Management Development Overview
Structure: Introduction - Essential ingredients of the management development programmer - Needs of Manager and techniques of management development - Selection of techniques - Training and development for international assignments - Electronic MDP - Evaluation of management development programmers - Summary - Self-Assessment Questions

Chapter 2: Career Planning and Development
Chapter 3: Internal Mobility and Absenteeism
Structure: Introduction - Internal Mobility - Promotions - Transfer - Demotions - Absenteeism - Employee Separations - Summary - Self-Assessment Questions

Chapter 4: Organization Development and Change Management
Structure: Introduction - Organizational Change - Technology and change - Resistance to change vs. Inviting change - Approaches to organizational change - Organizational Development - The OD processes - OD Interventions/Techniques - Summary - Self-Assessment Questions

Chapter 5: Job Evaluation

Chapter 6: Employee Remuneration

Chapter 7: Grievance & Discipline
Structure: Introduction - Grievance Procedure - Disciplinary Procedure - Summary - Self-Assessment Questions

Chapter 8: Industrial Relations: Conceptual Analysis
Structure: Introduction - Meaning of Industrial Relations - Dunlop model of industrial relations - Importance of harmonious industrial relation - Objectives of industrial relations - Conditions for congenial industrial relations - Approaches to industrial relations - Indian industrial workers - Impact of globalization on industrial relations - Summary - Self-Assessment Questions

Chapter 9: Trade Unions and Employers' Association

Chapter 10: Industrial Conflicts

Chapter 11: Essentials of Human Resource Management and Industrial Relations
Strategic HRM

Chapter 1: Strategic Human Resource Management
Structure: Role of HR in Organizations - Changing Role of HR Professionals - Building competitive advantage through people - Aligning Human resource with Strategy - Employee Engagement - Summary - Self Assessment Questions

Chapter 2: Human Resource Planning
Structure: - Introduction - Planning at different levels - Integrated strategic planning and HR - Determinants of HRP - Process of HRP - Strategies for HR Planners - Guidelines for making HR planning effective - Summary - Self Assessment Questions

Chapter 3: Talent Management
Structure: - Introduction to Talent Management - Competency Modeling - Developing Employees - Career Planning Systems - Retention of Talent - Leadership Development - Summary - Self Assessment Questions

Chapter 4: Culture Building
Structure: - Introduction to Employee Relations - Organizational design - Understanding Employee Motivation - Change Management - HR Communication - Interpersonal Effectiveness - Boundary Management in Personal and Professional Relationships - Summary - Self Assessment Questions

Chapter 5: Employee Relations
Structure: - Introduction to Employee Relations - Importance of Employee Relations - Framework for studying Employee Relations - The Psychological Contract - Retention of Talent - Grievance Handling - Employee engagement as a way to maintain employee relations - Employee Offboarding - Summary - Self Assessment Questions

Chapter 6: Sustainability and HRM
Structure: - Strategic Initiatives - Issues in HR Outsourcing - HR Challenges in Difficult times - HR Issues in Mergers and Acquisitions - Summary - Self Assessment Questions

Chapter 7: Balance Scorecard and HR Scorecard
Human Resource Management

Chapter 1: Human Resource Management

Chapter 2: Job Analysis
Structure: Team Analysis - Job Design - Job Analysis - Job Specifications - Uses of Job Analysis - Team Analysis - Flexible job environment - Summary - Self-Assessment question

Chapter 3: Human Resource Planning

Chapter 4: Recruitment
Structure: Introduction - Strategic Management and Recruitment - Sources of Recruitment - Recruitment Techniques - Assessment of Recruitment Programme - Summary - Self-Assessment Questions

Chapter 5: Selections, Placements and Induction
Structure: Introduction - Selection: Ensures competitive Advantage - Selection Procedure - Placement - Induction - Summary - Self-Assessment

Chapter 6: Human Resource Development
Structure: Introduction - Significance of Human Resource Development (HRD) - The concept of Human resource Development - Scope of HRD - Need for HRD - HRD Objectives - Functions of HRD managers - Attributes of HRD managers - Summary - Self-Assessment Questions

Chapter 7: Performance Appraisals and Development

Chapter 8: Employees Training
Structure: Introduction - Training before employment - Stages in training - Designing the training program - Implementation - Evaluation of training program - Enhancing training effectiveness - Special Aspects of training - Summary - Self-Assessment Questions
Team Building and Leadership

Chapter 1: Concept of Group

Chapter 2: Team Building
Structure: Why team - Teamwork - Types Of Teams - Stages Of Team Development - Team Building process - Characteristics of an effective team - Team Cohesion - Factors needed to develop Team Cohesion - Summary - Self-Assessment Questions

Chapter 3: Understanding Leadership

Chapter 4: Theories of Effective Leadership

Chapter 5: Leadership Styles

Chapter 6: Leadership Skills and Traits
Structure: Leadership skills - A to Z of leadership Skills - How to become a successful Leader - Leadership Traits of an ethical leader - Summary - Self-Assessment Questions

Chapter 7: Leadership in the Contemporary World
Structure: Leadership in the Contemporary World - Challenges to Leadership in the Contemporary World - Tips to Overcome Challenges in Leadership - Role of Communication in Overcoming Leadership Challenges - Role of Management in Overcoming Leadership Challenges - Leadership in Times of Crisis in Contemporary
Chapter 8: Leadership Assessment

Assessments:

Students need to complete 2 MCQ type Assignments per subject through the LMS.
Passing Criteria – 40%
On successful completion of assignments, students will be awarded with e-certificate. Hard copies will not be dispatched.