

Diploma in Developing the HR Professional

Building through Learning...



Program Overview

Human resource management (or simply HR) is the management process of an organization's workforce. It is responsible for the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture and ensuring compliance with labor laws. In doing so, HR professionals must develop their skills to create and implement new HR initiatives to cope with the ever changing demands of the workforce and the business.



Content

The aim of this diploma is to provide participants with the latest techniques and best practices in the HR field.

This program is designed on modular basis to facilitate the study process.

HR Certification Institute

www.hrci.org

The HR Certification Institute is a global leader in developing rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles. The Institute offers a comprehensive portfolio of advanced professional credentials for HR professionals worldwide. Through the combination of formal education, adherence to high ethical standards, demonstrated knowledge and achievement through exam and a renewed commitment to continuing professional development, HR professionals certified by the HR Certification Institute enhance their professional credibility and the organizations they serve. Since 1976, the HR Certification Institute has been the global leader in professional credentialing for the HR profession.



There are ten main topics covered by the program which are as follows:

• Module A: Talent Acquisition

1. Strategic HR Management (12 hours)
2. Workforce planning, Recruitment & Selection (18 hours)

• Module B: Talent Management

3. Training & Development (18 hours)
4. Talent Management & Succession Planning (6 hours)
5. Career Management (6 hours)
6. Performance Management (12 hours)
7. Compensation & Development (24 hours)

• Module C: Talent Effectiveness

8. Employee Relations (18 hours)
9. HR Analytics (12 hours)
10. HRIS (12 hours)
11. Final Exam (3 hours)

Key Benefits

By the end of this program, participants will be able to:

- Develop and implement actual practical processes in running the HR function
- Implement HR strategic planning process
- Forecast workforce requirements and evaluate recruitment effectiveness
- Develop job descriptions based on comprehensive competency-based job analysis
- Develop, implement and evaluate training ROI based on its impact on business
- Develop and implement the Performance Management System
- Develop and implement Career Management initiatives and programs
- Develop and implement compensation & benefits programs
- Execute job evaluation, create grading matrix and develop pay scale
- Develop HR policies and procedures to maintain a healthy employee relation
- Define the selection criteria of HRIS based on business needs

Participants' Profile

This program is designed for executives for whom the management of people is an important element in their own careers, and employees whose responsibilities are concentrated around human resources and its implications on business-driven change. HR personnel, organizational development and training professionals will equally benefit from the diploma.

Instructors' Profile

This program is led by a group of instructors who are known for their long significant teaching experience which is centered on human resources, soft skills training and train of the trainer, in addition to their professional background that is needed to expose participants to extensive exposure to case studies and experiential exercises and to help join usual lecturing with case studies and discussions to enhance the training experience.

Practical Information

Location: Regional IT Institute Premises.

Duration: 141 hours

Schedule: Once a week on Saturdays from 10:00 to 16:00 or twice a week from 18:00 to 21:00.

Registration Requirements: Registration form, copy of graduation certificate, ID copy and 2 photos.

For Information and Registration

Regional IT Institute

Professional Training Programs Office

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