



***Certified Human Resource Management  
Professional***

**LIVE- Learning in Virtual Environment**

**Duration - 6 Weeks**

*Enhancing Human Capital*

**A program to help participants understand Human Resource  
Practices**



## **C.H.R.M.P Certificate Credentials:**

**Accredited to: Year 2013-14**



, Houston, Texas, U.S.A

**Rated No 1 HR Certification in India: Year 2012 & 2014**



**Featured In Best Consultant Zone: Year 2011, 2013 & 2014**



by



and



**Education Excellence Award: Year 2011 – 12, 2013 -2014**





## Learning Program Plan

| <b>Certified Human Resource Management Professional</b>                            |   |   |                  |          |
|--|---|---|------------------|----------|
| Topic  | Learning Objectives   | Focus Areas   | Methodology      | Duration |
| <b>Introduction and Orientation</b>  |   |   |                  |          |
| Introductions and Welcome  | To give participants an overview of the Training Program and communicate behavioural parameters while in training. Allow participants to set ground rules | <ul style="list-style-type: none"> <li>Setting the context</li> <li>Participant Issues</li> </ul>   | ILT              | 30 Min   |
| <b>DOMAIN 1: Recruitment and Selection</b>   |   |   |                  |          |
| Topic  | Learning Objectives   | Focus Areas   | Day, Date & Time | Duration |
| <b>Session 1:</b><br>Selection and Recruitment                                     | To enable trainees to understand how to Get the Best Employees  | <ul style="list-style-type: none"> <li>Staffing -- Workforce planning</li> <li>Staffing – Recruiting</li> <li>Staffing -- Outsourcing (having services and functions performed by non-employees)</li> </ul>   | ILT              | 2 hours  |
| <b>Session 2:</b><br>Selection Design  | To enable trainees to understand how organization design Selection Processes  | <ul style="list-style-type: none"> <li>Selection Process</li> <li>Standard &amp; Objective tests</li> <li>Types of Tests</li> <li>Selection Design</li> </ul>   | ILT              | 2 Hours  |
| <b>Session 3:</b><br>Behavioural Interviewing/ Probing and Conversational Skills   | To equip participants with strategies and skills to elicit relevant information and details during the process of an interview.                           | <ul style="list-style-type: none"> <li>Selection Dilemma</li> <li>Selection Errors</li> <li>Behavioural Interviewing Skills</li> <li>Skill Practice</li> <li>Evidence Gathering</li> <li>Funnel Model</li> <li>Probing</li> <li>Types of Questions</li> </ul> | ILT              | 2 hour   |
| <b>DOMAIN 2: General HR – Agreements, HR Policies &amp; Performance Management</b> |   |   |                  |          |
| Topic  | Learning Objectives   | Focus Areas   | Day, Date & Time | Duration |
| <b>Session 4:</b><br>Agreements & Negotiations & Joining Formalities               | To enable participants to understand HR Laws and Agreements.  | <ul style="list-style-type: none"> <li>Offer Letter</li> <li>Appointment Letters</li> <li>Negotiations</li> <li>Vendor Agreements</li> <li>Employee Database Management</li> <li>Background Verification</li> </ul>   | ILT              | 2 Hour   |



| <b>Session 5:</b><br>HR Policies, Design & Implementation  | To enable participants to understand the Policy Making Process.                    | <ul style="list-style-type: none"> <li>• Importance</li> <li>• Designing</li> <li>• HR policies</li> <li>• Design</li> <li>• Implementation</li> <li>• Up gradation</li> <li>• Exercise</li> </ul>  | ILT              | 2 Hours  |
|--|--|---|------------------|----------|
| <b>Session 6:</b><br>Performance Management and Appraisals | To enable trainees to understand Performance Management and Performance Appraisals | <ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Performance Appraisal – Types and Techniques</li> <li>• Feedback Mechanism</li> <li>• Performance Appraisal System</li> </ul>  | ILT              | 2 Hours  |
| <b>DOMAIN 3: Compensation Benefit &amp; Payroll</b>        |  |   |                  |          |
| Topic  | Learning Objectives  | Focus Areas   | Day, Date & Time | Duration |
| <b>Session 7:</b><br>Compensation & Benefits Planning      | To enable participants to understand Compensation & Benefit process.               | <ul style="list-style-type: none"> <li>• Planning</li> <li>• Importance</li> <li>• Designing Compensation</li> <li>• Salary Trends</li> <li>• Emerging Trends</li> </ul>  | ILT              | 2 Hours  |
| <b>Session 8:</b><br>Compensation & Benefit & Payroll      | To enable participants to understand Compensation & Benefit process.               | <ul style="list-style-type: none"> <li>• Statutory Compliances</li> <li>• Non Statutory Compliances</li> <li>• Basic, HRA, P.F, ESI, Gratuity, Bonus, LTA, PT, I.T Calculations</li> <li>• Designing Salary Slips</li> <li>• Tax Exemptions</li> <li>• Payroll</li> </ul> | ILT              | 2 Hours  |
| <b>Session 9:</b><br>Leave Policy & Excel Basics           | To enable participants to understand the process of granting Leaves.               | <ul style="list-style-type: none"> <li>• Scope</li> <li>• Coverage</li> <li>• Types of Leaves</li> <li>• Process</li> <li>• Designing Holiday List</li> <li>• Excel Functions</li> </ul>  | ILT              | 2 Hours  |



| <b>DOMAIN 4: HR Support - Competency Based HRM, Employee Engagement, Learning &amp; Development</b> |  |   |                    |                 |
|---|--|---|--------------------|-----------------|
| <b>Topic</b>  | <b>Learning Objectives</b>   | <b>Focus Areas</b>  | <b>Methodology</b> | <b>Duration</b> |
| <b>Session 10:</b><br><br>Job Analysis & Competency Mapping   | To enable trainees to understand aspects of Job Analysis and Competency Mapping. | <ul style="list-style-type: none"> <li>• Job Analysis</li> <li>• Sources of Data</li> <li>• Job Data</li> <li>• Job Descriptions and Job Specification</li> <li>• Job Design</li> <li>• Competency Mapping</li> <li>• Competency Development</li> <li>• Competency Based Job Descriptions</li> </ul>  | ILT                | 2 Hours         |
| <b>Session 11:</b><br><br>Training and Development  | Employee Development and Enhancement of Human Capital                            | <ul style="list-style-type: none"> <li>• Understanding Training &amp; Development</li> <li>• Importance of Soft Skills Training</li> <li>• Training Methodologies</li> <li>• Training Measurement</li> <li>• Training Evaluation</li> <li>• Managing Training Delivery</li> </ul>   | ILT                | 2 Hours         |
| <b>Session 12:</b><br><br>Employee Relations (ER)   | To enable trainees to understand fundamental components of Employee Relations.   | <ul style="list-style-type: none"> <li>• Traditional Concept of Employee Relations</li> <li>• Objective of Employee Relations</li> <li>• Understanding Hierarchy Needs</li> <li>• Employee Relations in relation to Performance</li> <li>• Fun at Work</li> <li>• Culture and Values</li> <li>• Job Satisfaction &amp; Absenteeism</li> <li>• Attrition &amp; Retention</li> <li>• Exit Interviews &amp; Employee Surveys</li> <li>• Employee Branding</li> </ul> | ILT                | 2 Hours         |



## PRACTICAL SESSIONS

| CD1 : E Recruitment |   |   |                |                 |
|---------------------|---|---|----------------|-----------------|
| Topic               | Learning Objectives                           | Focus Areas   | Methodology    | Duration        |
| JOB SITES           | To know how to work on Job Sites and LinkedIn | <ul style="list-style-type: none"> <li>• Profile Searching</li> <li>• Job Postings</li> <li>• Call Flows</li> <li>• Quick Search</li> <li>• Advance Search</li> <li>• LinkedIn</li> </ul> | Video Sessions | As per the User |

| CD2: HRIS – Human Resource Information System |   |   |                |                 |
|---|---|---|----------------|-----------------|
| Topic   | Learning Objectives   | Focus Areas   | Methodology    | Duration        |
| HRIS  | To enable trainees to understand aspects of Human Resource Information Systems. | <ul style="list-style-type: none"> <li>• Admin Login</li> <li>• Employee Login</li> <li>• Manager Login</li> <li>•</li> </ul> | Video Sessions | As per the User |

| CD3: Excel Basics & Advanced |  |   |                |                 |
|------------------------------|--|---|----------------|-----------------|
| Topic                        | Learning Objectives  | Focus Areas   | Methodology    | Duration        |
| EXCEL                        | To enable trainees to understand aspects of MS Excel for Managing HR Functions | <ul style="list-style-type: none"> <li>• Functions</li> <li>• Macros</li> <li>• Excel Basics</li> <li>• Text Functions</li> <li>• Numerical Functions</li> <li>• Logical Functions.</li> <li>• Advance Excel Functions</li> </ul> | Video Sessions | As per the User |



## REINFORCEMENT SESSIONS:

| After Action Review and Wrap up                                   |  |  |             |          |
|---|--|--|-------------|----------|
| Topic   | Learning Objectives  | Focus Areas  | Methodology | Duration |
| Reinforcement Session   | To enable trainees to clear any doubts that they might have for all the domains.   | <ul style="list-style-type: none"><li>• Domain 1 Discussion</li><li>• Domain 2 Discussion</li><li>• Domain 3 Discussion</li><li>• Domain 4 Discussion</li></ul>    | ILT         | 2 Hour   |
| Learning Check and Implementation Plan & CHRMP Certification Exam | To enable trainees to consolidate what they have learned and come up with a plan of implementation in their day to day lives | <ul style="list-style-type: none"><li>• Learning Check workshop</li><li>• Consolidation exercise</li><li>• Implementation roadmap</li><li>• Action steps</li></ul> | ILT         | 30 Min   |

**CERTIFICATION EXAM**