



CERTIFIED HUMAN RESOURCE MANAGEMENT PROFESSIONAL

***Certified Human Resource
Management Professional
Level 2 – ADVANCE***

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





C.H.R.M.P - Advance - Eligibility Requirements

To be eligible for the exam(s), you must meet one of the exam eligibility requirements from the chart below:

C.H.R.M.P SENIOR Eligibility
Minimum of 3 Year of demonstrated professional HR experience with Bachelors Degree
Minimum of 2 Years of demonstrated professional HR experience with a Master's Degree
Minimum of 2 year of demonstrated professional HR experience with C.H.R.M.P Level 1 Certification

Course Grading and Certification Structure:

CERTIFICATION is Awarded to participants scoring more than 70% based on the Grading done on following Criteria's:

Criteria's:

- Attendance (20%)
- Complete Assigned Readings (5%)
- Assignments (15%)
- Class Participation and In Class Projects (ICP) (15%)
- Peer Assessment (5%)
- Certification Exam (40%)



Learning Program Plan

Certified Human Resource Management Professional				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Introduction and Orientation				
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"> Setting the context Participant Issues 	ILT	30 Min
Concept Building: New Age H.R				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Job Analysis & Competency Mapping	To enable trainees to understand aspects of Job Analysis and Competency Mapping.	<ul style="list-style-type: none"> Job Analysis Sources of Data Job Data Job Descriptions and Job Specification Job Design Competency Mapping Competency Development Competency Based Job Descriptions 	ILT	4 Hours
DOMAIN 1: Training and Development				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Training and Development	Is able to define terms related to training and development. Conducting needs analysis for relevant positions within the organization. Develop courses and job aids on the basis of identified needs and other forms of data available. Coordinate delivery of programs and ensure successful completion of the same	<ul style="list-style-type: none"> Evaluation (INTRODUCTION) DNA of training – KSA with examples Relation between principles of learning and teaching Importance of training (ICP 1) <ul style="list-style-type: none"> ADDIE Model(An introduction to the phases (ICP 2) <ul style="list-style-type: none"> Analysis(methods of analysis) (ICP 3) <ul style="list-style-type: none"> Design(Types of training, Framing objectives, Learning Theories and Methodologies (ICP 4) <ul style="list-style-type: none"> Development 	ILT	4 hours



		(Learning program plan) (ICP 5) • Implementation		
Training and Development	Is able to evaluate effectiveness of training programs on the basis of Kirkpatrick's evaluation model.	(ICP 6) • Evaluation(Criteria of evaluation, Methods and Kirkpatrick's Model) (ICP 7) • ROI • Vendor Analysis • Budgeting	ILT	4 Hours
Training and Development	Is able to prepare the annual training calendar. Suggests trends in learning management system	(ICP 8) • Training Calendar (ICP 9) • Trends in LMS (ICP 10) • OD interventions	ILT	4 hour
DOMAIN 2: Employee Relations				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Employee Relations	Relates to the role of employee relations officer Is able to design initiatives for employees on the basis of motivational theories Calculates and finds solutions to absenteeism and attrition Is able to design career path and plan succession for employees	• Evaluation (INTRODUCTION and Role Discussion) (ICP 1) • Motivational theories(Maslow's and Herzberg's theory) (ICP 2) • Absenteeism • Attrition (ICP 3) • Career path and Succession planning	ILT	4 Hours
Employee Relations	Assembles effective action plans for retaining employees Conducting investigations to settle grievances Is able to design initiatives for	(ICP 4) • Retention strategies and best practices (ICP 5) • Grievance handling (ICP 6) • Setting the diversity agenda (ICP 7)	ILT	4 Hours



		<ul style="list-style-type: none"> Internal and External Branding 		
Employee Relations	<p>Designs performance improvement plans Frame policies and plan employee engagement</p>	<p>(ICP 8)</p> <ul style="list-style-type: none"> Disciplinary action agenda and Termination <p>(ICP 9)</p> <ul style="list-style-type: none"> Employee engagement and best practices <p>(ICP 10)</p> <ul style="list-style-type: none"> HR Policies Policy creation Assessment Updation 	ILT	4 Hours
DOMAIN 3: Performance Management				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Performance Management	<p>Defines terms related to performance appraisal Manages and appraises performance using appropriate methods suitable to organization's needs</p>	<ul style="list-style-type: none"> EVALUATION (INTRODUCTION and Role Discussion) Performance appraisal terms and importance of performance appraisals <p>(ICP 1)</p> <ul style="list-style-type: none"> What is performance management and performance appraisal. <p>(ICP 2)</p> <ul style="list-style-type: none"> Methods of performance appraisal – Past oriented methods 	ILT	4 Hours
Performance Management	<p>Is able to define KRAs, KPAs and KPIs for existing and new roles in the organization Is able to develop performance improvement plans</p>	<p>(ICP 3)</p> <ul style="list-style-type: none"> Future oriented methods of performance appraisal Smart goals, KRAs, KPAs, KPIs Errors in performance appraisal Develop Performance improvement plan 	ILT	4 Hours



Domain 4: Compensation Benefit & Payroll				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Compensation & Benefits Planning	To enable participants to understand Compensation & Benefit process.	<ul style="list-style-type: none"> • Planning • Importance • Designing Compensation • Salary Trends • Emerging Trends 	ILT	4 Hours
Compensation & Benefit & Payroll	To enable participants to understand Compensation & Benefit process.	<ul style="list-style-type: none"> • Statutory Compliances • Non Statutory Compliances • Basic, HRA, P.F, ESI, Gratuity, Bonus, LTA, PT, I.T Calculations • Designing Salary Slips • Tax Exemptions • Payroll 	ILT	4 Hours
Leave Policy & Excel Basics	To enable participants to understand the process of granting Leaves.	<ul style="list-style-type: none"> • Scope • Coverage • Types of Leaves • Process • Designing Holiday List • Excel Functions 	ILT	2 Hours
Domain 5: Selection and Recruitment				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Selection and Recruitment	To enable trainees to understand how to Get the Best Employees	ICP 1 <ul style="list-style-type: none"> • Organizational Planning to Recruitment • Staffing -- Workforce planning ICP 2 <ul style="list-style-type: none"> • Case Study • Manpower Plan Planning Numbers for Recruitment	ILT	2 Hours



Selection Design	To enable trainees to understand how organization design Selection Processes	(ICP 3) <ul style="list-style-type: none"> • Selection Process • Standard & Objective tests • Creating Evaluation Sheets • Setting Processes (ICP4) • Selection Design • Designing Selection Processes 	ILT	4 Hours
Behavioral Interviewing/ Probing and Conversational Skills	To equip participants with strategies and skills to elicit relevant information and details during the process of an interview.	(ICP 4) <ul style="list-style-type: none"> • Selection Dilemma • Selection Errors (ICP 5) • Interviewing a CEO • Unstructured Interviews (ICP 6) • Behavioral Interviewing Skills • Probing and Conversational Skills • Skill Practice (ICP 7) • Evidence Gathering • Funnel Model • STAR 	ILT	4 Hours

Domain 6: General HR

Topic	Learning Objectives	Focus Areas	Methodology	Duration
Contracts: Agreements & Negotiations & Joining Formalities	To introduce participants to Agreements and help them understand the process of Negotiation; and also to discuss various joining formalities.	<ul style="list-style-type: none"> • Offer & Appointment Letters (ICP 1) • Frame Employment Contract • Negotiations • Vendor Agreements (ICP2) • Frame Vendor Contract • Negotiations • Labour Law (ICP 3) • Frame Important Labour Laws specific to Industry • Employee Database Management • Back Ground Verification (ICP 4) • Create Background Verification Process 	ILT	4 Hours



General HR				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
HR Policies, Design & Implementation	To enable participants to formulate, update and implement HR policies for an Organization.	<ul style="list-style-type: none"> • Importance • Creating Culture • Vision, Mission Values (ICP 1) • Create Vision, Mission & Values • Designing HR policies • Design • Implementation • Up gradation • Exercise • Laws Associated • Framing of Policies • Mistakes • Policies Industry Specific (ICP 2) • Group Exercise – Policy Creation 	ILT	4 Hours
After Action Review and Wrap up				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
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"> • Learning Check workshop • Consolidation exercise • Implementation roadmap • Action steps 	ILT	4 Hours
CERTIFICATION EXAM				