

chrmp[®]

CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

PROGRAM PLAN



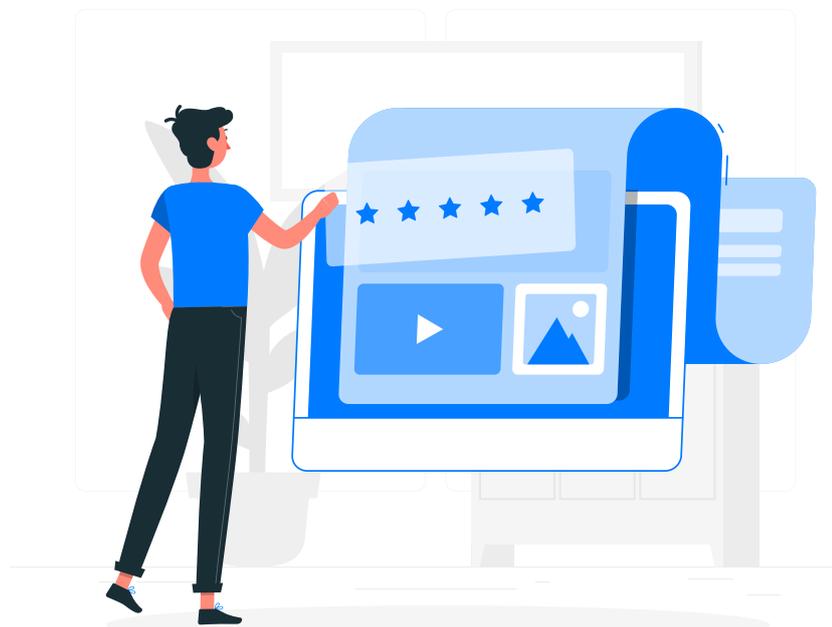
CHRMP FOUNDATION

Certification Partner



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About CHRMP

CHRMP – Certified Human Resource Management Professional program is a premier certification worldwide for professionals and aspirants in the field of Human Resources. The program has different levels of certification for different experience levels and specialization groups.

CHRMP certification program is designed and developed to cater to the dynamic domain of Human Resources comprehensively and practically. A CHRMP credential holder would have demonstrated knowledge of HR principles, awareness of the intricacies of the various functions within HR (at varying levels of depth), practical application of the concepts in real-life situations, and the ability to expand and build on their knowledge creatively.

The training courses provided are competency-based and practical and delivered by industry professionals who are consultants to Fortune 100 organizations. The pedagogy focuses on real skills which are immediately transferrable to the workplace. Various flexible and modular options are available for attending the sessions with various learning partners and training organizations.

CHRMP Certification program is highly acclaimed with certified professionals holding distinguished positions in organizations across the globe in more than 52 countries - Afghanistan, Australia, Bahrain, Bangladesh, Bhutan, Botswana, Canada, Cameroon, Cambodia, Costa Rica, Egypt, Ethiopia, Ghana, Hong Kong, India, Indonesia, Iran, Iraq, Italy, Ivory Coast, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Malawi, Malaysia, Maldives, Mauritius, Nepal,

New Zealand, Nigeria, Oman, Pakistan, Peru, Philippines, Portugal, Qatar, Rwanda, Saudi Arabia, Singapore, Somalia, Sri Lanka, Tanzania, Thailand, Uganda, United Arab Emirates (UAE), United Kingdom (UK), United States of America (USA), Yemen, Zambia, Zimbabwe.

CHRMP Certifications are offered in partnership with Mercer Mettl.



Course Overview

CHRMP Foundation helps you establish your new HR career. Equipped with knowledge about HR Operations and the execution of the best practices, one can assume the responsibilities of an HR Generalist immediately on completion of the certification.

The evaluation mechanism validates the credential holder's knowledge of the HR functions, the relevant roles and the various activities they perform.

The pre-recorded lessons, available online, comprises learning modules that you can complete at your own pace. Each module consists of videos, quizzes and additional resources that will make learning fun and help ensure that the concepts are as simple as possible to implement in real life situations.

CHRMP FOUNDATION MODULE

Modules: 6 self paced modules

Access: 12 Months

Language: English

Subtitles: English

Ongoing Support: 1 year

Community Access: Yes

Certification: CHRMP & Mercer Mettl

Troubleshooting Weekly Webinars (for one year) : Yes

Digital Certification: Yes, Blockchain Verified with Digital Badge



What will you get?



More than 80
4K-Videos Lessons



1 Year LMS Access
and Support



Global Certification
with Mercer Mettl



Blockchain Verified
Digital Credential



Weekly Webinars
with Practicals



Ongoing support for
12 months



Complimentary
Recertification



Access to CHRMP
Alumni Network

Who Should Take This Course?

The CHRMP Foundation certification program is designed for anyone who aspires to be actively engaged with the Human Resources of organisations. Any prior experience in the field of HR is not a limiting factor in getting yourself certified.

The eligibility criteria are set to ensure that participants are ready to meet the program challenges and pace.

Specifically, CHRMP Foundation certification program is recommended for fresh graduates and professionals making a transition to the domain of Human Resource Management. Undergraduates with work experience may also apply.

If you recognize yourself as any of the below, the Foundation program is the right fit for you.

- ✓ Graduates/ Undergraduates with or without any prior work experience
- ✓ Undergraduates with 2 years of work experience

CHRMF FOUNDATION Certification Examination

The credibility of the CHRMF certification is validated by best-in-class testing standards and delivered in partnership with Mercer Mettl. The exams are computer-based, which you can take either from the comfort of your home or from the nearest Mercer Mettl test centre. The multiple choice format exam will assess your knowledge, skills and ability to apply concepts and learnings to real life situations.



Examination

The certification exam consists of 60 multiple choice questions to be answered in 95 minutes. The questions are a mix of conceptual and practical case study type. One can take the exam at any designated Mercer Mettl Center or web proctored in the comfort of one's own home

Certification

Upon successfully completing the certification, you receive a physical certificate validated by Mercer Mettl. You also receive a digital certificate through Accredible, verified and secured with Blockchain technology.

Who Will You Learn From?

The self-paced programme has been designed by our team of HR Professionals and consultants, who draw on rich experience from working across industries. The syllabus has been framed to enable you to learn from the comfort of your home and at the pace you find comfortable. The structure, too, has been formulated keeping in mind the experience and the qualification of participants.

You will have access to live troubleshooting and uncertainty clearing sessions with our facilitators during the course of your programme. Additional resources include our series of continuous webinars on the most relevant HR topics, which are conducted by our team of subject matter experts.

What Will You Learn?

Methodology



Pre-recorded videos



Assignments



Presentations



Quizzes

01. Job Analysis

Learning Objectives

- ✓ Conduct Job analyses in a scientific manner using various research methodologies.
- ✓ Create Job descriptions and Job specifications for various roles.

Focus Areas

- ✓ Introduction to Job analysis.
- ✓ Methods of Job analysis.
- ✓ Sources of data.
- ✓ Job data segregation.
- ✓ Job descriptions and Job specifications.
- ✓ Creation of Job descriptions and Job specifications.

02. Talent Acquisition

Learning Objectives

- ✓ Perform HR planning for a specific department or the organisation as a whole.
- ✓ Apply the latest industry trends in recruitment and selection to organisational needs.
- ✓ Construct different selection tests to assess competencies and skills of candidates.

Focus Areas

- ✓ Organisational planning for recruitment.
- ✓ Staffing – workforce planning.
- ✓ Case study – manpower planning.
- ✓ Recruitment – concepts and strategies.
- ✓ Trends in recruitment
- ✓ Selection process
- ✓ Selection test design
- ✓ Standards and objectives

- ✔ Negotiate effectively with candidates to arrive at win-win scenarios.
 - ✔ Innovate and influence to bring about positive change in recruitment.
 - ✔ Devise good behavioural questions on required criteria.
 - ✔ Defend selection choices and provide data for these.
- ✔ Reliability and validity

03. Learning and Development

Learning Objectives

- ✔ Manage the L&D function for an organisation using the ADDIE Model.
- ✔ Conduct needs analyses for relevant positions within an organisation.
- ✔ Implement experiential learning techniques to bring about positive change.
- ✔ Apply adult learning principles in designing training programmes.
- ✔ Create L1 feedback forms and L2 pre-/post-training self-evaluation forms for participants.
- ✔ Evaluate the effectiveness of training programmes based on Kirkpatrick's evaluation model.

Focus Areas

- ✔ Introduction to Learning and Development.
- ✔ DNA of training – KSA.
- ✔ Four levels of skill development.
- ✔ Types of learning programmes.
- ✔ Approaches to training.
- ✔ ADDIE Model – an introduction to the phases.

Analysis:

- ✔ Methods
- ✔ Triangulation
- ✔ Report

Design

- ✔ Learning models
- ✔ Kolb's experiential learning cycle
- ✔ Bloom's taxonomy
- ✔ Designing training plans

Development

Implementation

Evaluation (criteria of evaluation, methods and Kirkpatrick's Model)

04. Employee Engagement

Learning Objectives

- ✔ Create questionnaires for employee engagement surveys.
Design a robust exit interview questionnaire.
- ✔ Calculate absenteeism and attrition rate and devise measures to control them.
- ✔ Explore options for improving performance or changing behaviour before recommending terminations.
- ✔ Collect and analyse data on retention and employment experience of employees.
- ✔ Formulate ER initiatives, keeping in mind Maslow's Hierarchy of Needs.

Focus Areas

- ✔ Introduction to employee engagement.
- ✔ Need for employee engagement.
- ✔ Factors affecting employee engagement.
- ✔ Meeting human needs through employee engagement.
- ✔ Understanding and measuring absenteeism.
- ✔ Understanding and measuring attrition.
- ✔ Assessment centres.
- ✔ Employee engagement surveys.
- ✔ Employee engagement and other functions in HR.

05. Compensation & Benefit Planning

Learning Objectives

- ✔ Balance the various equities impacting compensation planning.
- ✔ Formulate strategies for reducing compensation turnover.
- ✔ Understand pay structures and salary plans that are consistent with the organisation's goals.
- ✔ Develop reward systems to encourage performance and retain employees.
- ✔ Demonstrate awareness of statutory compliances, government and laws.
- ✔ Analyse latest trends and schemes in compensation to gauge alignment with the work environment.

Focus Areas

- ✔ Introduction to C&B planning
- ✔ Designing compensation plans.
- ✔ Factors affecting C&B planning
- ✔ Internal equity, External equity.
- ✔ Individual equity, Salary slabs.
- ✔ Pay Parity, Median
- ✔ Flexible structures, Survey studies.
- ✔ Salary trends, Emerging trends.
- ✔ Optimisation of compensation.
- ✔ Reduction of compensation turnover-case study
- ✔ Strategies for reducing compensation turnover
- ✔ Point plan method.

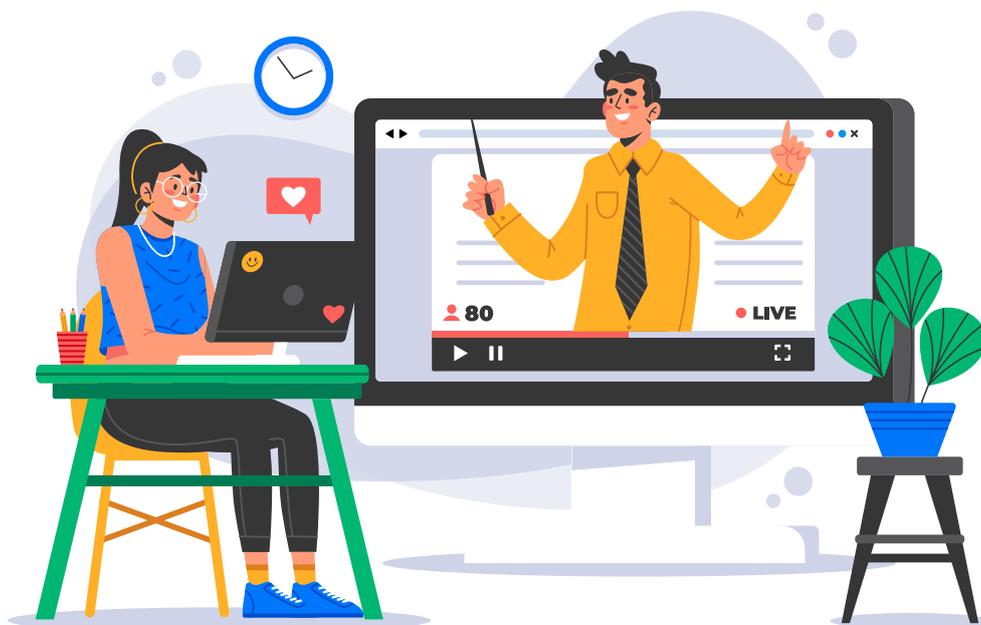
06. HR Operations

Learning Objectives

- ✓ Prepare the different types of agreements and contracts used by the HR department.
- ✓ Understand the critical and the general criteria for background verification.
- ✓ Assist new joiners with completion of forms and joining formalities.
- ✓ Design HR processes and systems to improve effectiveness of HR operations.
- ✓ Maintain data integrity through accuracy and attention to detail.
- ✓ Review candidate application forms and initiate background verification.

Focus Areas

- ✓ Introduction to some HR agreements / contracts.
- ✓ Offer letter.
- ✓ Appointment letter.
- ✓ Terms of employment.
- ✓ Bonds.
- ✓ Contracts and service agreements.
- ✓ Background verification.
- ✓ Joining formalities.
- ✓ Leave Management



What Credential Holders Say

If you want to ace it in HR, both as an entrant to the role or as a seasoned professional who is looking at enhancing their competence, then CHRMP is for you. I highly recommend it because it helps provide clarity for the role that HR and HR personnel play in a VUCA world. It gives you access to a rich alumni network of HR professionals who now hold critical and leading HR roles in Comp & Ben, L&D, Talent Management, and HR Business Partnering roles. It is designed for the modern HR professional who is now a key go-to strategy enabler for the CEO of the business.

The content too is customized and allows you the experience of either gaining competence in all areas of HR or specific areas that matter most to you based on your role and tenure. And, depending on your learning style, the course is offered in the online, self-paced, and classroom formats. So, it's a highly customer- as well as business-centric Certification that truly sets you apart when you're in the job market!

Mukund Ganapathy,

Sr. L&D Business Partner, Amazon



I wanted to get international certification that will be an added value for my HR career. While going through the certification process, I found the learning process to be smooth and easy. The videos are clear, the topics are well chosen. I liked the clarity of the modules, the examples given by the trainers. The training course was easy because I felt same as in the classroom, so this is an added value. I specially liked the L&D module. I would surely recommend CHRMP to others looking for a certification in HR. I would like to thank CHRMP team for the support and for being efficient in answering any query.

Joanna Elias,

HR Assistant, United Nations



Our alumni work at



Your Success Team

Our team is here to offer you help every step of the way.

Expert Facilitators: Our dedicated team of expert facilitators have worked in and consulted with Fortune 500 companies in the domain of Human Resource Management. They are also certified in instruction design and delivery to ensure you have an exceptional learning experience

Program Coordinators: Program Coordinators work with you to ensure you have easy and ready access to the schedule, help you with any issues with your registration and technical credentials. Program coordinators also help you access the CHRMP Academy for the session recordings and additional resources.

Community Manager: The Community Manager helps you join the community forum and network with other CHRMP credential holders. Sharing opportunities and resources, while also benefiting from the wisdom of the crowds is an important part of being a CHRMP credential holder.

Mentor / Subject Matter Experts: Other than the facilitators, the Subject Matter Experts are also available to help you solve your specific doubts and clarify concepts and apply them to your specific context.



Certification Process



Choose the CHRMP Foundation Certification

- ✓ Register for the program and pay the fees
- ✓ CHRMP Program coordinators connect with you for completion of administrative process



Learn through virtual classroom sessions

- ✓ Virtual Classroom video sessions with quizzes, presentations and case study discussions
- ✓ Ongoing facilitator support for 12 months
- ✓ 12 months access to recorded sessions with course material and guidebooks



Take your certification exam

- ✓ Webcam proctored examinations from your home.
- ✓ 5,600 test centres across 196 countries and territories



Get your CHRMP credentials

- ✓ Get your blockchain-verified digital certificate, through Accredible.
- ✓ Add this to your LinkedIn and other social networking accounts.
- ✓ Join your local CHRMP Alumni chapter and continue to reap the benefits of being a member of our worldwide community of certified HR professionals.

Next Steps

Visit www.chrmp.com go to Early Career > CHRMP Foundation

STEP
01

Scroll down and click on the Buy Now button (Choose desired currency)

STEP
02

Fill out your billing address and payment details.

STEP
03

Create your account and start the training & certification process.

STEP
04



CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

Contact Us

Email : info@chrmp.com

Phone : +91 99168 56716 | +91 99000 47637

Address : Ripples Learning Services

Parisara No.12, 1st Main Road, K.R.Garden

8th Block Koramangala Industrial Extension,

Bangalore: 560 095

Website : www.chrmp.com