

Course Name:	Human Capital Management
Duration:	3 months
Level:	Certificate
Mode of Learning:	Online
Prerequisite:	Mature Entry (21years) with 3 years related work experience, 5 CXC certificates (Math and English mandatory), Any certifications relevant to subject matter

Abstract

This course serves as a gentle, introduction to HR management for students with little or no prior experience. The course will focus on core skills associated with the field while also providing a holistic look at management as a whole and the various disciplines. Whether you're an up-and-coming professional, an experienced executive, aspiring manager, budding HR Professional, this course is an opportunity to sharpen your human resource management skills and knowledge.

Course Content

This course is broken down into 30 lessons including self-assessment quiz to measure progress in learning.

- Fundamentals of Human Resource (Capital) Management.
- Role and Responsibilities of the HR management
- Human Resource Policy and Procedure Management
- Communication skills of HR management
- Structure of a business
- Recruitment and Selection Process Management
- Training & Development Process Management
- Motivation and Employee Management
- Reward Management
- Employee Relations Management
- Practices with Employee Involvement
- Managing diversity
- Employee ethics
- Time/resource management skills
- Legal aspects of HR management
- Recommending effective HCM solutions.

Certification

THE DUAL CERTIFICATE is awarded by EIU-Paris (University) and Pedagog

Please Note: A Hard Copy of the certificate from the university can be requested at an additional minimal fee, via e-mail to hello@pedagog.ac

For more information mail hello@pedagog.ac