

Post Graduate Diploma in HRM

[After passing the exam, printed Certificate will be issued from EduQual-UK]

Basic Information:

Introduction:

To build a strong HR community, WARD is highly interested to launch this course for the professional development of HR community in the country. In this regard WARD has developed a market demanded, highly applicable course curriculum to meet the recent requirement of the industry. This course is highly focusing on the practical issues of HR professional to contribute in the business of the organization.

Objective:

- To gather knowledge on basic HRM
- To be acquainted with HR Skills
- To have all tools and formats to be used in HR
- To have confident to compete with experienced person
- To have practical exposures in different HR function
- To gain adequate business knowledge to become HR Business partner

Target Participants:

- Present HR professionals
- Potential HR professional
- Students of HR major
- Other professionals

Course overview:

Curriculum:

Unit Name	Code	Module Name	
PGDU-1: Contemporary Human Resource Management	PU1M-1	HR Business Partner: Concept & Competency	
	PU1M-2	Modern Concepts & Practices of HRM	
	PU1M-3	Talent Development & Retention: Concept, Practice & Competencies	
	PU1M-4	HR Analytics	
	PU1M-5	Competency Mapping	
PGDU-2: HR Operation Management	PU2M-6	Talent Acquisition: Recruitment, Selection & Placement	
	PU2M-7	HR Communication	
	PU2M-8	Job Analysis	
	PU2M-9	Employee Separation & Final Settlement	
	PU2M-10	HR Planning	
PGDU-3: Reward, Compensation & Benefit Management	PU3M-11	Strategic Compensation & Benefit Management	
	PU3M-12	Designing Competitive Pay & Benefit Structure	
	PU3M-13	Job Evaluation	
	PU3M-14	Compensation & Pay Survey	
	PU3M-15	Designing Performance Centric Incentive Structure	
PGDU-4: Financial Intelligence for HR	PU4M-16	ROI of HR	
	PU4M-17	Financial Analysis and Application in HR	
	PU4M-18	HR Budget Preparation	
	PU4M-19	Employee Tax Management	
	PU3M-20	HR Accounting	
PGDU-5: Business & Employee Performance Management	PU5M-21	Competency based Performance Management System	
	PU5M-22	Performance Benchmark & Goal Setting	
	PU5M-23	Business Performance & HR Role	
	PU3M-24	KPI based Performance management System	
	PU3M-25	Business Management	
PGDU-6: Digitalization in HR	PU6M-26	HRIS	
	PU6M-27	HR Automation Structure	
	PU6M-28	HR Reporting	
	PU3M-29	HR Data Flow Management	
	PU3M-30	Application of Digital HR	
GDU-7: Ethics, Compliance & Legal perspective of HR	PU7M-31	Essentials areas of Employment Law	
	PU7M-32	Essentials Clauses of International Law regarding employment	
	PU7M-33	Essentials of HR Compliance issues	
	PU7M-34	Ethics in HR	
	PU3M-35	HR Audit	

PGDU-8: Organization Development & Design Conflict Resolution	PU8M-36	Organizational Behavior &
PU8M-37	Policy, Procedure & SOP development	
PU9M-38	Organization Design & Development	
PU3M-39	Human & Industrial Psychology	
PU3M-40	Business Process Reengineering	

Course Administration:

Any Time Any where. Fully ONLINE Program, No specific time for registration/class
Video Tutorials are available with written module/material

Assessment:

Type of Assessment	Unit	Syllabus	Marks/ unit	Pattern of Assessment	Total
Examination	8	1 exam per unit	25	Short Answer type/ MCQ	200
Exercise/ Case Activity/ Exercise	8	1 exercise or activity/ Unit	50	Case/ Assignment type/	400
Final Exam	1	Full Syllabus [Unit 1 to 8]	200	Written	200
Final Assignment	1	Full Syllabus [Unit 1 to 8]	200	Thesis type	200
Total Marks	1000				

Frequently Asked Questions

Q: What is the eligibility?

A: Graduate in any discipline. Experience in HR will get preference.

Q: How long the course is?

A: General Duration is 8 to 12 months. Minimum time required is 6 months. Maximum time is 2 years

Q: When can I take admission?

A: Anytime, Anywhere

Q: How can I take admission:

A: Register through online & send your profile/CV. Once you get reply from WARD, You may pay through online /local partner. Once payment is done, you will get access to the portal in due time

Q: How we can continue the study and assessment:

A: This is completely online based program. Once you have access to the portal, you will find study material and activity guideline in the portal. There will be different types of activity: Self Assessment, Assignment, Preparation of action plan, solving case, MCQ, Written Test, Situation based question answer etc.

Q: Is there any online class?

No, full course is based on self paced learning. However there will be option to interact through online if you have any problem.

Q: How can I pay:

A: Pay through online via credit card or can transfer via western union

Q: Is there Installment facility:

A: Yes, there is installment facility: In case of Installment you need to pay USD 750. At the time of Admission: USD 300, Before starting exam for first semester: USD 225, Before starting exam of second semester: USD 225

Q: Who is the assessment body?

A: EduQual is the assessment body. This is UK based assessment body.
[<https://eduqual.org.uk/>]

Q: How will I get certificate

A: Once you complete all requirements and pass the exam, you will get printed certificate

Q: Value of Certificate as it is online course

A: There is no difference in value between offline and online course. The same certificate is being issued for both category : online and class room based. We have class room based program for this course for local participants.

Q: Is there any other fee for exam/ certificate

A: Fee includes examination fee and certification fee. No other fee is required

Q: If I cannot pass in first attempt, what will be the option?

A: You may get additional 2 chances within 2 years from the date of admission. If need more chance, then you need to pay extra.

Q: How the course will be running

A: Self paced online learning: Self paced learning through online learning portal by using course material, workbook, case, exercise, assignment etc

Online activity: During the whole period delegate will be required to use different activities through online which will be evaluated by the Assessment Board.

Q: How the assessment will be done:

A: Assessment Tools: There will be short type exam, essay type exam, assignment, case analysis, activity through online portal, thesis paper.

Assessment style: All the assessment will be done through online.

Q: Who is assessment body? Who will issue Certificate?

Awarding Certificate: Once delegate successfully complete all requirements (exam, assignment, etc) they will be awarded the certificate for Post Graduate Diploma in HRM by EduQual – UK. Printed certificate will be issued from EduQual – UK. [<https://eduqual.org.uk/>]

Q: Is it required Recertification?

A: No.

Q: Further query,

A: please feel free to local partner or send to info@wardbd.com or training.ward@wardbd.net