



Professional Development Institute
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Certified Human Resources Manager

About the Certified Human Resources Manager

The Certified Human Resources Manager (Hrm) Exam Is Designed to Meet the Needs Of Organizations And Professionals By Identifying Individuals With Advanced Knowledge And Skills In Key Areas Of Human Resource Management. This Certification Is Granted to Qualified Individuals Who Successfully Pass the Certification Exam.

The Certification Provides Holders with The Status of a Specialist Well-Versed In All Aspects Of Human Resource Management. It Equips Them with The Strategies and Practices Needed to Meet International Standards and Offers the Tools Necessary to Develop Their Skills And Professional Expertise. It Also Prepares Them to Work Across A Wide Range Of Professional Sectors That Require Qualified Hr Managers.

Objectives Of The Certified Human Resources Manager Certification

1. Identifying Competencies:

Recognize Individuals With Advanced Knowledge And Skills In Human Resource Management.

2. Professional Qualification:

Equip Certification Holders To Work In Line With International Standards And Best Practices.

3. Skill Development:

Provide Tools And Strategies To Enhance Their Expertise And Professional Skills.

4. Sector Diversity:

Prepare Specialists To Work In Various Sectors Requiring Qualified Hr Managers.

5. Global Recognition:

Grant Certification Holders The Status Of A Specialized And Professional Hr Manager.



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Importance Of the Certification

- Serves As A Means Of Recognizing Advanced Knowledge And Skills In Hr Management, Boosting The Competence Of Qualified Individuals.
- Provides Holders with A Distinctive Professional Status, Enhancing Their Opportunities In The Job Market.
- Enables Certification Holders to Apply Strategies and Practices That Meet International Standards, Improving Professional Quality.
- Equips Professionals with The Tools Needed to Develop Their Skills and Expertise In Hr Management.
- Qualifies Holders to Work In Diverse Sectors, Opening Wide-Ranging Career Opportunities Both Locally And Internationally.
- Encourages Adherence To Best Professional Practices, Supporting Institutional Performance And Overall Hr Development.

Learning Outcomes

By The End Of The Program, Participants Will Be Able To:

- Understand The Concept Of Hr Management And Its Importance In Achieving Organizational Goals.
- Analyze The Organizational Model Of Hr Management And Its Role In The Institutional Structure.
- Identify The Characteristics And Skills Required Of A Modern Hr Manager.
- Master The Principles Of Equal Opportunities And Labor Regulations.
- Comprehend The Concept Of Strategic Management And Its Role In Achieving Long-Term Goals.
- Apply Hr Management Strategies To Support Organizational Strategic Planning.
- Execute Effective Recruitment, Selection, And Hiring Processes To Ensure The Selection Of Suitable Talent.



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- Recognize The Importance Of Training In Developing Human Competencies.
- Assess Job Roles And Design A Fair Compensation Structure.
- Understand The Basics Of Performance Evaluation And Management To Achieve Organizational Efficiency.
- Utilize Effective Tools And Methods To Develop Employees' Career Paths Aligned With Organizational Objectives.
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Requirements for Sitting the Professional Certificate Exam

- The Exam Is Conducted at An Accredited Testing Center.
- Passing Score: 70%.
- Exam Duration: 3 Hours.
- Number Of Questions: 100 Multiple-Choice Questions.
- Candidates Must Hold a Bachelor's Degree Or Higher Diploma.
- A Minimum of Two Years of Professional Experience In The Field Is Required.
- Completion Of the Registration Form for The Professional Certification Exam, Including A Passport Copy and The Latest Academic Certificate.
- If The Candidate Fails the First Attempt, They Can Retake the Exam for Free After Ten Days.

Duration

- 40 Hours
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Certificate Training Modules

Module 1: Fundamentals of Human Resources

- Concept And Importance of HR Management.
 - Historical development of HR management.
 - Key functions of HR management.
 - Organizational Model of HR Management.
 - Trends And Factors Shaping HR Management.
 - Characteristics And Capabilities of The Modern HR Manager.
 - Legal Aspects in HR management (Labor laws and regulations, Managing labor relations, and Compliance)
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Module 2: Strategic Planning in Human Resource Management

- Analyzing the work environment.
 - Strategic planning for human resources.
 - Managing organizational change.
 - Developing a positive workplace culture.
 - Strategic HR Management.
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Module 3: Human Resource Planning and Recruitment, Selection, And Hiring

- Concept And Importance Of HR Planning, Including Organizational Structure Development.
 - Job Analysis And Job Description.
 - Recruitment, Selection, And Hiring Processes.
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Module 4: Training and Employee Development

- Concept and Importance of Training.
 - Stages of the Training Process.
 - Analyzing training needs.
 - Designing training and development programs.
 - Measuring the impact of training.
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Module 5: Compensation and Benefits Management

- Concept And Importance of Compensation and Wages.
 - Designing salary systems, and stages of salary structure design.
 - Managing incentives and rewards.
 - Factors Influencing Compensation and Wage Systems.
 - Job Evaluation.
 - Strategies for insurance and benefits.
 - Determining And Managing Bonuses.
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Module 6: Performance Management and Evaluation

- Performance planning and management.
 - Fundamentals of Performance Management and Evaluation.
 - Techniques for evaluating and managing performance.
 - Impact of Performance Evaluation on Individual and Organizational Development.
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Module 7: Career Path Planning

- Basics of Career Path Planning.
- Tools and Methods for Career Path Planning.

Module 8: Various Topics in Human Resources Management

- Recruitment and Talent Selection:
 - Resume analysis techniques.
 - Interviewing techniques.
 - Tools for evaluating and selecting talent.
- Employee Relations Management:
 - Building effective communication channels.
 - Managing workplace conflicts.
 - Enhancing employee engagement

Certifying Body

PDI is global awarding qualification & credentials body that grants certificates awards that are desired in the global marketplace and confers business degrees to individuals via our programs, as well as accredits programs of organizations.

Our members in over 100 countries worldwide. We help new and experienced professionals to develop and verify their skills for career advancement through internationally recognized development programs.

PDI services are globally recognized in all parts of the world including the Europe, Africa, United States, Asia and the Middle East



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