



Professional  
Development  
Institute

# Certified Human Resources Specialist (CHRS)



# Welcome

The Professional Development Institute® (PDI) is one of the leading international institutions specialized in qualifying and developing professional competencies. It is headquartered in the United Kingdom (UK) and has a proven track record in preparing specialized professionals across vital sectors, including banking, finance, and insurance. PDI is distinguished by offering internationally recognized professional certifications that enhance individual efficiency and strengthen their capabilities in the global workplace.

The Certified Human Resources Specialist program aims to provide participants with the knowledge and practical skills required to perform their role effectively, through a balanced curriculum that combines theoretical foundations, practical applications, and the latest trends in human resources.

The Human Resources Specialist is the link between senior management's strategic policies and the daily operational tasks that ensure organizational success. In light of digital advancement, legislative developments and increasing competition for competencies, there emerged a need to prepare specialized professionals capable of efficiently managing employee affairs, applying best practices in recruitment, training, performance management, and compensation, while adhering to laws and professional ethics.



## What you will Learn- Key Takeaways



- Understand the strategic role of the HR Specialist and how it differs from the role of an HR Manager.
- Recognize organizational structures, HR professional ethics, and modern trends in the field.
- Apply professional methods in digital recruitment, advanced interviewing, and recruitment data analysis.
- Conduct training needs gap analyses, design customized learning programs, and evaluate their impact using international models.
- Manage modern performance systems, including KPIs, developmental conversations, and 360-degree feedback.

## What you will Learn- Key Takeaways



- Play a role in shaping salaries and benefits structures and ensure fairness and pay equity.
- Gain knowledge of local and international labor laws, occupational health and safety regulations, and conflict resolution mechanisms.
- Utilize Human Resource Information Systems (HRIS) and HR Analytics to support decision-making.
- Adhere to the highest standards of data security and employee privacy protection

# Curriculum



## Modules:7

Awarding body: (Professional Development Institute- UK)

- **Module 1:** Fundamentals of Human Resources
- **Module 2:** Human Resource Planning and Recruitment, Selection, And Hiring
- **Module 3:** Training and Development
- **Module 4:** Performance Management
- **Module 5:** Compensation and Benefits
- **Module 6:** Career Path Planning
- **Module 7:** Various Topics in HR

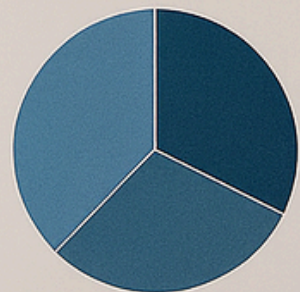
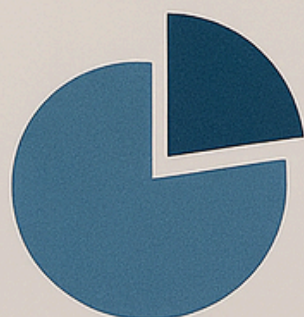
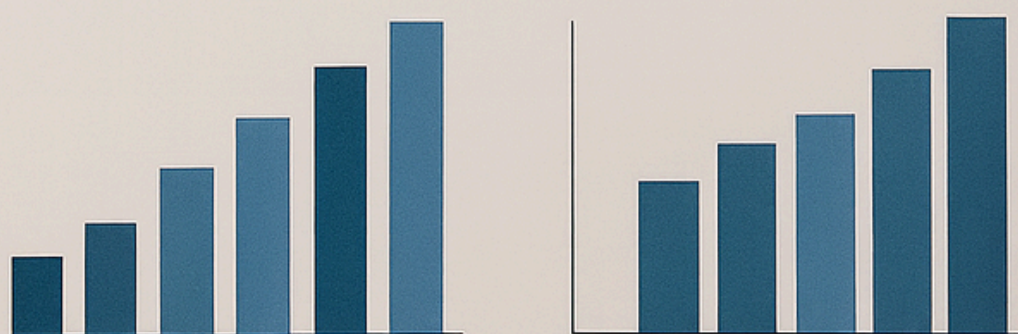
## Target Audience:

- Human Resources Specialists
- Recruitment and Talent Acquisition Officers
- Training and Development Coordinators
- Personnel and Payroll Officers
- Compensation and Benefits Specialists
- HR Analysts and Metrics Specialists
- Digital HR and HRIS Specialists
- Entry-Level HRs

RECRUITMENT



# HUMAN RESOURCES SPECIALIST



TRAINING

JOB APPLICATION

PERSONAL DETAILS

EDUCATION

EXPERIENCE

JOB APPLICATION

## Further Information

### Eligibility Requirements


Applicants must:

- Hold a degree from a recognized educational organization.
- Have professional experience in the field.
- Sit for and pass the certification examination.
- Adhere to the Professional Development Institute (PDI) Code of Ethics.

### About Exam:

- The examination is offered in multiple languages to support international candidates.
- All candidates are required to sit for their exam at an accredited PDI Test Centre.
- The exam duration is (3) hours.
- Each exam consists of 100 multiple-choice questions (MCQs).

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