

Diploma of Human Resources Management

All successful and exceptional organisations focus on their people.

To do this efficiently and effectively, organisations require specialist HRM managers who not only understand people but who can respond to the changing nature of work, external market forces and the changing face of organisational development, while encouraging innovation and embracing new technologies - skilled professionals who can work with operational management to engage the workforce, increase productivity and encourage innovation.



The Diploma of HRM will provide suitably experienced staff with the knowledge, skills and processes to become highly skilled HR professionals.

The focus of this course reflects the complex nature of work in topics that include job analysis, human resource planning and development, recruitment, selection and retention, performance appraisal and management of employee motivation and benefits.

The Program

This program has been designed to provide participants with the key skills and knowledge required by Human Resource Managers and to equip them with the tools and processes needed. Units include:

- Manage Human Resources Service
- Manage Performance Management Systems
- Manage Workforce Planning
- Manage Recruitment, Selection and Induction Processes
- Manage Organisational Change
- Manage Mediation Processes
- Manage Remuneration and Employee Benefits

One further unit can be selected from HR, general management or a specific discipline area depending on the specific needs of individual participant's and their organisation's or business requirements.

"The financial performance of the world's largest corporations has demonstrated that a people-orientated business can have a major impact in creating value and profits just as maximising return on investment through the effective use of capital does."

Michael Meere. March

How does it work?

This program is delivered over 5 **intensive** whole day **workshops** covering the core body of knowledge and critical skills as well as an **online learning program** including webinars, tutorials, group forums, case studies & workbooks.

Each participant will have their own learning plan and will be able to choose an elective unit best suited to their specific needs & business requirements. We formally recognise the skills you already have through RPL & focus on the gaps. Assessment is via evidence portfolio.

Who is it designed for?

The Diploma of HRM is designed for individuals who already have a sound understanding of HRM and some years experience in HR/people management and/or general management.

Gain the knowledge and skills to enhance morale and productivity, limit job turnover & help organisations increase performance and improve business results!

\$595.00 Enrolment* only or \$2,795.00 full rate

HRM Tools, pro-formas, tips and techniques are all included in this program as is a wide range of learning aids such as DVD's, calculators, white papers, web support & online learning.

FREE Online Coaching & support for up to 3 months after completion of the program.

Contact CAL for more information E: admin@collegeforadultlearning.com.au P: (03) 9733 0554

W: www.collegeforadultlearning.com

*Eligibility criteria applies. Funding through Skills Vic



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NATIONALLY RECOGNISED TRAINING