

# Human Resource Management Institute

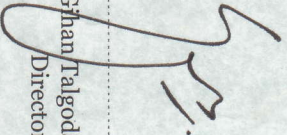
## Executive Certificate in Human Resource Management

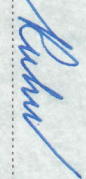
Awarded to

Ms. B.L.G. Upuli Bhagya

for successful completion of the course

held from 1<sup>st</sup> August 2010 to 19<sup>th</sup> December 2010

  
Gihan Talgodapitiya  
Director

  
Rohan Pandithakorrallage  
Academic Adviser



## **Executive Certificate in Human Resource Management**

### **COURSE CONTENT :**

1. Role of HR Management in progressive organisations
2. Introduction to Management and Leadership
3. Contemporary Management
4. Recruitment & Selection
5. Job Analysis, Job Descriptions & Job Specifications
6. Induction, Training & Development
7. Reward Management
8. Performance Management
9. Career Development & Succession Planning
10. Disciplinary Procedures , Terminations & Retrenchments
11. Collective Agreements, Employee Councils & Trade Unions
12. Absenteeism & Labour Turnover
13. Insights in to Strategic Management
14. Strategic HRM Concepts & Practices
15. HR Planning and HR Scorecards & Key Performance Indicators (KPIs)
16. HR Policies and Procedures
17. Employee Welfare and Health & Safety
18. HR Business Partnering
19. Climate Surveys
20. HR Information Systems
21. Corporate Social Responsibility



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Gihan Talgodapitiya FCMA, MBA(NUS)

Director