



Certificate of Achievement

Mohamed Elwan

has completed the following course:

HR FUNDAMENTALS

CIPD - CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT

The course took the learner through the fundamental skills of working in HR. Studying the course involved understanding the importance of professionalism, the role of HR, the principles of good HR, and the position of the CIPD as a career partner for HR professionals.

5 weeks, 3 hours per week



Andy Lancaster

Head of Learning and Development Content
CIPD - Chartered Institute of Personnel and Development

CIPD

The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from CIPD - Chartered Institute of Personnel and Development.



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has completed the following course:

HR FUNDAMENTALS

CIPD - CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT

The course introduced learners to the fundamental skills of good HR. Learners were guided through the exercises, articles and case studies to develop their knowledge of professionalism, the principles of good HR and the position of the CIPD as a career partner for HR professionals. The content of the course introduced learners to the topics of: the role of HR, recruitment and retention, performance management, the use of data in HR, and workforce planning.

STUDY REQUIREMENT

5 weeks, 3 hours per week

LEARNING OUTCOMES

- Describe HR Professionalism and demonstrate an understanding of its importance to people and organisations
- Apply basic principles of workforce planning, including recruitment and retention
- Demonstrate understanding of performance management and how to get the best out of people
- Describe the role of HR in supporting an organisation in meeting its strategy and objectives

SYLLABUS

- Why HR matters
- HR Professionalism in practice
- Enabling an organisation's strategy through HR
- Data, and how to use it effectively
- Workforce planning, recruitment and retention
- Workforce engagement and managing performance