

Diploma in Human Resource Management

I. Introduction

We are living in an era where new knowledge is generated continuously. In fact, there is knowledge explosion. This is because of the demand of globalization and impact of technology. Computers, Internet and mobile phones have affected mind set and life styles of people working in an organization. Different kind of knowledge level, skill sets and attitudes are required. Needs and expectations of employees have also changed. Working executives have to pass through a lot of work pressures and conflicts. In addition to performance at work, this also affects family lives.

In such a situation, managing human resources has become a complex and challenging exercise. Responding to the above situation, organizations require staff with specialized skills and knowledge in Human Resource Management (HRM). In fact, demand for trained HRM professionals has increased like never before.

II. Program Objectives

The ultimate goal of the program is to contribute towards helping participants in acquiring / improving knowledge and skills in HRM; thereby contributing towards achievement of organizational goals. Specific objectives are as below:

1. Assisting participants in developing a strategic perspective on HRM for contributing to organizational goals
2. Helping participants in developing tactical skills in careers building, compensation, team building, and technology applications
3. Charging participants with executing a project on futuristic roadmap for HRM appropriate to their organizational culture and strategy

III. Target Group

This diploma program has been designed for junior and middle level executives working in HR department or HRM functions in organizations. Such institutions will include business corporates, hospitals, hotels, educational institutions, banks and other financial institutions, government departments, municipal corporation and NGOs. The program will be equally useful to fresh graduates interested in building their career in HRM functions. Those interested in perusing career as HR consultants or professional trainers will also benefit from this program.

IV. Program Content

Meta Module A: HRM – A strategic value perspective

_____ Module A : Strategy and Competitive advantage (strategies to enter markets in a global world, and balance diverse cultures)

Module A.2 : Future of HR in delivering value (creating strategic HR practices that advance business goals)

Module A.3 : Linking HR to the business strategy (tools to define and implement a talent management agenda and build a competitive business culture)

Module A.4 : Metrics for measuring HR (metrics to better measure HR effectiveness in advancing business objectives); HRM Budget, Accounting, Reporting and MIS – HRM audit

Meta Module B: HRM – Developing Tactical HRM skills

Module – B.I : Investing in Human Capital: Manpower planning – Recruitment and selection – Orientation and induction – Job description and job analysis Career Planning –Training and HRD - Managing people in challenges of technology and globalization

Module B.II : Compensation: Compensation and incentives – Performance measurement and evaluation – Performance appraisal system – Service rules – Compensation in global organization–Statutory Compliances and Legal Aspects

Module – B.III: Managing Teams: Team building – Group dynamics – Interpersonal relations – Conflict resolution –Communication skills – Negotiation skills – Motivation – Leadership – Use of HR Manuals – Organizational Culture

Module – B.IV: Technology Applications in HRM: Scope of technology applications – Selection of technology – Managing performance of technology – Application in HR database, salary administration, HR finances and managerial decision making – Technological applications in International HRM

Module C: Project Execution - Culturally sensitive HRM Roadmap

Module – C.I : Project Selection -Proposal Submission - Interim Review - Interim Presentation and Peer Feedback

V. Pedagogy

In view of the fact that human resource management is a live process, faculty in this program will use participative methods of teaching, which will include case studies, project work, assignments and presentations. Educational tools such as games and simulations will also be used wherever relevant. Reading assignments will be given from a prescribed textbook and it will be supplemented through additional readings.

VI. Medal to Achievers

The top performer of the programme is awarded the *Shri Madanmohan Ramanlal Medal for Outstanding Performance.*