



# Certificate in Human Resources

## TU Dublin Level 6, Special Purpose Award, 10 ECTS

### Details

**Duration:** 7 Days

### Region & Dates

**Dublin** Mar 2, 9, 23, 30: Apr 6, 20: May 11, 2020

**Dublin** Sep 28: Oct 5, 12, 19: Nov 2, 9, 16, 2020

**Time:**  
9.30 am– 5.00 pm

**Venues:**  
Ibec  
84-86 Lower Baggot Street  
Dublin 2

**Cost:**  
Ibec member: €2,400  
Non-member rate: €2,600

### Programme Overview:

The purpose of this programme is to build the confidence and competence of those working in HR or managing people at work. It will provide participants with a detailed knowledge and practical experience in a range of HRM areas that are central to the effective running of an organisation. This programme is based on best practice and current knowledge in the area of HRM.

### Programme Outcomes:

On completion of the programme, participants will be able to:

- Develop new practices and procedures for dealing with strategic human resource management
- Gain a range of practical tools and techniques to design best HR practices within their organisation
- Understand industrial relations and its importance in the workplace
- Understand the critical areas of employment legislation
- Recognise, acquire and retain the best staff through effective recruitment and selection practices and procedures
- Know how to develop and maintain excellent employee relations
- Manage change within the organisation
- Deal with queries and questions within their organisation on the area of HRM

### Approach:

There are a number of activities and case studies used throughout the programme which ensures that all of the learning is applied in a real way. The programme is delivered by experienced Ibec executives who provide members with advice, consultancy and training on a daily basis. The programme leader encourages group discussion and involvement throughout each session, ensuring opportunities for questions and real issues are discussed at all times. Best practice examples in all areas will be highlighted and discussed throughout the programme, giving participants plenty of opportunities to build on the elements of these that could be applied in their own organisations.

### Who Should Attend?

Managers and those who are new to the role of HRM and who want to develop their skills and knowledge in this area.



## Programme Assessment:

Individual assessments are an integral part of the programme and count towards end of year results as follows:

1. Closed book exam: 70%
2. Project; 2500-3000 words: 30%

## Contact:

For further information, please contact [training@ibec.ie](mailto:training@ibec.ie) or call 01-6051645

## What you said:

**“Excellent course; very enjoyable and relevant. I could apply learning from every session into my job.”**

Catherine Petherbridge,  
Finance/ Hr Manager, RKD

## Programme Schedule:

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### Module 1

#### Strategic Human Resource Management

- The history of HRM
- Current thinking in HRM
- Definitions of HRM

### Module 2

#### Employee Relations

- Industrial relations
- Voluntarism
- IR institutions
- Trade union recognition
- Collective bargaining

### Module 3

#### Introduction to Employment Law

- Contracts of employment
- Protective legislation
- Equality legislation
- Discipline & dismissal

### Module 4

#### Selection and Staffing

- Recruitment as a continuous process
- Employee planning
- Recruitment and selection strategy
- Recruiting within the law
- Competency based interviewing
- Key interview skills
- Succession planning

### Module 5

#### Performance Management

- The processes involved
- The benefits / challenges
- Performance reviews

### Module 6

#### Managing Organisational Change

- Understanding change
- Align HR processes to change culture
- Understanding the effect of change
- Change management principles
- Change tools and techniques
- Planning and implementation
- Project management

### Module 7

#### Training and Development

- Learning, training and development
- Processes
- Talent management
- Succession management
- Competency modelling