

Level -

HEMAN HEMANAGEMENT

CIUK, Department of Business Management



Overview

Generally, Human Resources Management (HRM) is generally about overseeing an organisation's employees. The HRM take charge of Recruiting, selecting, educating, assessing, evaluating, and rewarding employees, as well as creating culture, and ensuring labour law enforcement. In order to cope with the ever-changing demands of the workforce and the industry too.

By attending the HR Diploma, you will improve your skills in order to build and introduce new HR initiatives. Indeed, it will take your skills and knowledge to the next level.

Structured across two levels (HRM and Advanced HRM), the diploma offers a progressive learning journey from core HR foundations to advanced business partnering and strategic HR integration. Learners will explore the full employee lifecycle, organisational behaviour, workforce planning, performance management, and legal frameworks — all while sharpening analytical, ethical, and digital competencies.

Learning Objectives

- 1. Explain what human resource management is and how it relates to the management process.
- 2.Define strategic human resource management, and give an example of strategic human resource management in practice.
- 3. Discuss the process of job analysis, including why it is important.
- 4.Define talent management, and explain what talent management-oriented managers do.
- 5. Answer the question: Why is it important to test and select employees?
- 6.Define a structured situational interview and explain how to conduct effective selection interviews.
- 7. Give an example of how to design onboarding to improve employee engagement.
- 8.Describe the performance appraisal process.
- 9. Describe a comprehensive approach to retaining employees.
- 10. Explain the difference between competency-based and traditional pay plans.
- 11.Describe each of the main insurance benefits.
- 12. Describe how one company uses employee engagement to improve workplace safety.

Brief Content

- 1.Introduction to Human Resource Management
- 2.Organizational Behavior & Workplace Dynamics
- 3. Recruitment, Selection & Workforce Planning
- 4.HR Business Partnering & Advanced Practices



PROGRAM OUTLINES

Level 1;

Module 1: Introduction to Human Resource Management

Learning Outcomes

- 1. Understand the role and scope of HRM in modern organisations.
- 2. Differentiate between traditional personnel management and strategic HRM.
- 3. Identify the core HR functions and their corresponding responsibilities.
- 4. Explain how HR supports organisational goals and strategy.
- 5. Describe the employee life cycle and HR planning processes.
- 6. Understand key trends shaping the future of HR.
- 7. Apply basic HR concepts to practical workplace scenarios.
- 8. Reflect on the role of HR in promoting ethical and inclusive practices.

Topics:

Topic 1: Evolution to HRM

Topic 2: HRM Functions Overview

Topic 3: HRM vs Personnel Management

Topic 4: HR and Organisational Strategy

Topic 5: The Employee Life Cycle

Topic 6: HR Structure, Delivery Models, and Digital HR Platforms

Topic 7: Emerging Trends in HRM

Topic 8: HR Ethics & Professionalism



Module 2: Organisational Behaviour & Workplace Dynamics

Learning Outcomes

- 1. Understand key theories of individual and group behaviour within organisations.
- 2. Analyse factors influencing employee motivation and engagement.
- 3. Evaluate team development stages and dynamics.
- 4. Identify sources and strategies for resolving workplace conflict.
- 5. Apply organisational culture and change models to HR practice.
- 6. Explore diversity, equity, and inclusion in shaping organisational behaviour.
- 7. Understand how leadership styles affect workplace climate and performance.
- 8. Use behavioural insights to support effective people management.



PROGRAM OUTLINES

Topics:

Topic 1: Foundations of Organisational Behaviour (OB)

Topic 2: Personality, Perception & Attitudes

Topic 3: Motivation and Employee Well-Being in the Workplace

Topic 4: Team Dynamics and Development

Topic 5: Organisational Culture & Change

Topic 6: Workplace Conflict & Resolution

Topic 7: Diversity, Equity & Inclusion (DEI)

Topic 8: Leadership and Organisational Climate



Module 3: Recruitment, Selection & Workforce Planning

Learning Outcomes

- 1. Understand the principles and strategic importance of workforce planning.
- 2. Conduct job analysis to develop job descriptions and person specifications.
- 3. Design inclusive and effective recruitment strategies
- 4. Apply appropriate selection techniques based on role requirements.
- 5. Evaluate recruitment channels and employer branding effectiveness.
- 6. Ensure legal and ethical compliance in recruitment and selection.
- 7. Use HR data to forecast talent needs and plan headcount.
- 8. Develop a comprehensive recruitment and selection policy aligned with organisational goals.

Topics:

Topic 1: Introduction to Workforce Planning

Topic 2: Job Analysis and Role Design

Topic 3: Sourcing Strategies & Employer Branding

Topic 4: Recruitment Process Design

Topic 5: Selection Methods and Interviewing

Topic 6: Legal & Ethical Considerations

Topic 7: Using HR Data for Talent Forecasting

Topic 8: Building Recruitment & Selection Policies



PROGRAM OUTLINES

Module 4: HR Business Partnering & Advanced Practices

Learning Outcomes

- 1. Understand the strategic role of compensation and benefits in HRM.
- 2. Differentiate between types of rewards: monetary vs non-monetary.
- 3. Design job structures using evaluation and grading methods.
- 4. Develop equitable and performance-linked compensation strategies.
- 5. Apply principles of internal equity and external competitiveness.
- 6. Understand legal frameworks related to compensation and pay fairness.
- 7. Evaluate total reward strategies for different organisational contexts.
- 8. Create job and pay structures aligned with organisational goals and workforce needs

Topics:

- Topic 1: Introduction to Compensation & Benefits
- Topic 2: Monetary vs Non-Monetary Rewards
- Topic 3: Job Evaluation and Grading Systems
- Topic 4: Internal Equity and External Competitiveness
- Topic 5: Performance-Based Pay
- Topic 6: Benefits Management
- Topic 7: Legal and Ethical Issues in Compensation
- Topic 8: Designing a Total Rewards Strategy

Contact us

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