

DIPLOMA IN
**HUMAN
RESOURCE
MANAGEMENT**
HRM

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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