

Certified International Human Resource Manager (CIHRM)

Session No.	Subject	Day	Date	No. of Training Hours	Timing
1	Introduction to Management, Planning, Organizing, Leadership, Controlling & Decision Making, HR Management & Planning, Job Analysis, Recruitment Selection and Testing Techniques, Establishing Strategic Pay Plans (Compensation and Benefits), Training & Development, Performance Management, Implementing Productivity Improvement Programs, Motivation, Negotiation.	Sunday	9/8/2020	3	5:00-8:00
2		Monday	10/8/2020		
3		Tuesday	11/8/2020		
4		Wednesday	12/8/2020		
5		Sunday	16/8/2020		
6		Monday	17/8/2020		
7		Tuesday	18/8/2020		
8		Wednesday	19/8/2020		
9		Sunday	23/8/2020		
10		Monday	24/8/2020		
11		Tuesday	25/8/2020		
12		Wednesday	26/8/2020		
Examination Date		Sunday	6/9/2020	3	2:00-5:00

Candidates are required to attend minimum 80% out of the total training hours of the program to be granted the attendance certificate

Instructor Profile

Mr. Arar Al Mouseli Over 23 years of progressive experience in human resources management, augmented by 4 international certificates in Human Resources and bachelor degree in Law. Experienced in (Talent/Performance Management, Recruitment/Selection, Training/Development, HR Policy, Organizational Design, Contract Negotiation, Job Costing Analysis, People Management, Progress Payroll Administration, and Benefits/Compensation Administration). In addition to sound knowledge of Labor law Mr. Arar holds a Bachelor of law from University of Jordan and he is Holding multiple professional certifications - Certified Human Resource Business Professional , HRBP (PHRI), Certified Human Resources Management Professional, HRMP (SPHRI), Certified Human Resources Manager (CHRM) from American Certification Institute , Society of Human Resources Management – Certified Professional, SHRM-CP.

About CIHRM

This Certification Program is a core certification program of the American Certification Institute. This program offers the designation of Certified International Human Resource Manager (CIHRM) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the HUMAN RESOURCE BODY OF KNOWLEDGE. (HRBOK).

Requirements for certification

- A minimum of two (2) year's experience in human resource management or a Bachelor's degree.
- One letter of recommendation from a senior manager attesting to your qualifications for certification as well as your ethical character is required.
- You must complete and submit the application.

Program Duration:

- The Program is covered in 36 hours delivered – 3 hours per session.

Examinations

Completion of the certification program requires completion of multiple choice examinations consisting of 80 questions / passing grade is (48/80).

Professional Designation

Successful candidates are granted the designation of (CIHRM). The designations may be used just as similar recognitions are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.

Modules for Certification

❖ **Module 1. Introduction to HR Management**

- What is HR Management?
- Managing HR
- Changing Environment of HR
- HR and Authority, Technology
- Measuring HR
- HR Jobs

❖ **Module 2. Strategic HR Management**

- What is Strategy?
- HR Strategic Challenges
- Strategic Management and the Process of Strategic Management
- Types of Strategic Planning
- Strategic Human Resource Management
- HR Strategy Formulation and Implementation
- High Performance Work Systems
- HR Scorecard

❖ **Module 3. Job Analysis**

- Nature of Job Analysis

- Job Description and Job Specification
- Uses of Job Analysis and Information Collection
- Steps in Job Analysis
- Methods of Job Analysis
- Writing Job Description and Job Specification

❖ **Module 4. Recruitment**

- What is Recruitment
- Steps in Recruitment
- Forecasting Personnel Needs
- Recruitment Sources
- How to Measure Effectiveness of Recruitment Sources?
- Constructing Advertisement
- Guidelines for Choosing a Recruiter.
- Developing and Using Application form

❖ **Module 5. Selection and Testing Techniques**

- Selection and Why Careful Selection is Important
- Basic Testing Concepts and Types of Test Validity
- How to Validate a Test?
- Types of Tests
- Background Information and Reference Checks
- Interviewing the Most Widely Used Technique
- Types of Interviews and Factors Affecting Interviewing
- Designing and Conducting Effective Interviews.

❖ **Module 6. Training & Development**

- What is Training?
- Training Process
- Training Methods and Steps in Conducting Training Methods.
- Management Development
- Change Management and Training
- Evaluating Training
- Succession Planning

❖ **Module 7. Performance Management**

- What is Performance Management and its Comparison with Performance Appraisal.
- Components of Effective Performance Management.

- Steps in Appraising Performance
- Performance Appraisal Methods
- Appraisal Problems and Solutions
- The Appraisal Interview

❖ **Module 8. Career Planning and Development**

- Basics of Career Planning
- Roles in Career planning. Employee and Employer Role
- Managing Promotions, Transfers and Retirement
- Enhancing Diversity through Career Development
- Managing your Career and Stages of Career.

❖ **Module 9. Establishing Strategic Pay Plans (Compensation and Benefits)**

- Salary/Wages
- Strategically Aligned Pay
- Policies affecting Strategic Pay Plans
- Salary Compression
- Equity and its impact on Pay Rates
- Establishing Pay Rates through Job Evaluation
- Choosing Job Evaluation Method
- Steps of different Job evaluation Methods
- Pay for Performance and Financial Incentives

❖ **Module 10. Employees' Relations & Administration**

- Type of Leaves
- Terminations
- Disciplinary Actions
- Grievances
- Unions

