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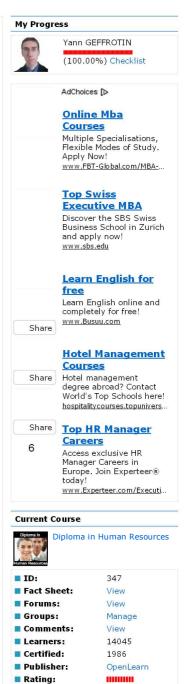
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DIPLOMA IN HUM- AN RESOURCES

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**DIPLOMA IN HUMAN RESOURCES**

**Human Resources Management**

**Module 1: Human Resources Management**

Topics in this module:
■ Human Resources Management        ■ Employees Expectations        ■ Management Responsibilities
■ Role of the Human Resources Manager

**Module 2: HR Consultants**

Topics in this module:
■ Using HR Consultants        ■ Choosing a HR Consultant        ■ Using Approved HR Consultants
■ Assessing the HR Consultant        ■ HR Consultant as Coach or Mentor

**Module 3: Job Design and Pay**

Topics in this module:
■ Job Design        ■ Job Design Methodology        ■ Four Steps in Determining Staff Pay
■ Determining Staff Pay

**Human Resources Assessment 1**

Topics in this module:
■ Human Resources Assessment 1

**Recruitment, Selection and Appraisal**

**Module 4: Recruitment Process**

Topics in this module:
■ Person-job Fit or Person-organisation Fit        ■ Job Analysis        ■ Advertising the Job
■ Dealing with HR Administration

**Module 5: Selection Process**

Topics in this module:
■ Selection Interview        ■ Tests as a Selection Tool        ■ Preparing for the Interview

**Module 6: Interview Techniques**

Topics in this module:
■ Interviewer Skills        ■ Types of Interview        ■ Four Stages of an Interview
■ Asking Questions        ■ Types of Questions        ■ Concluding the Interview
■ Reaching a Decision

**Module 7: Training and Appraisal**

**My Progress**

Yann GEFFROTIN
(100.00%) Checklist

**Current Course**

Diploma In Human Resources
Diploma in Human Resources

■ **ID:** 347
■ **Fact Sheet:** View
■ **Forums:** View
■ **Groups:** Manage
■ **Comments:** View
■ **Learners:** 14045
■ **Certified:** 1986
■ **Publisher:** OpenLearn
■ **Rating:**

**Featured Courses**

Diploma in Psychology

Diploma in Business Management & Entrepreneurship

Diploma in Legal Studies

Diploma in Health Studies

Diploma in Project Management

**Topics in this module:**

- Induction and Training
- Recognition and Reward
- Training Systems
- Receiving Feedback

- Induction and training
- Training Employees
- Appraisal Methods
- Termination of employment

- Performance Assessment Methods
- Benefits of Training
- Giving and Receiving Feedback
- Termination of employment

### Human Resources Assessment 2

Human Resources Assessment 2

**Topics in this module:**

- Human Resources Assessment 2

## Business Culture and Ethics

### Module 8: Business Culture

**Topics in this module:**

- Business Culture
- Factors that Shape the Culture of a Business

- Hofstede's Five Cultural Dimensions

- Symbols within Business

### Module 9: Business Ethics

**Topics in this module:**

- Business Ethics
- Corporate Responsibility

- Business Ethics: Four Disciplines

- Rights and Duties at Work

## Managing Employees and Change

### Module 10: Employee Motivation

**Topics in this module:**

- Employee Motivation
- Maslows Hierarchy of Needs

- Motivational Theories
- Strategies for Motivating Employees

- Motivational Theorists

### Module 11: Employee Relations

**Topics in this module:**

- Employee Relations

- Application of management styles

- Role of human resources manager in employee relations

- Conflict between Management and Employees

### Module 12: Managing Change

**Topics in this module:**

- Managing Change
- Changes in legislation

- Industrial democracy
- Changes in the Workplace

- Changes in technology

### Human Resources Assessment 3

Human Resources Assessment 3

**Topics in this module:**

- Human Resources Assessment 3

## End of Course Assessment

### Human Resources Final Assessment

Human Resources Final Assessment

**Topics in this module:**

- Human Resources Final Assessment

### Forum

Welcome to the forum for Diploma in Human Resources.

In this forum you can do the following:

1) Reply to a thread/comment by clicking on the thread of interest to you

2) Create a new discussion

To find out how to use our forums click here.

View My Completion Report (Course Checklist)

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Diploma in Workplace Safety and Health

Diploma in Operations Management

Diploma in Human Resources

Diploma in EU Public Procurement

**Just Launched**

- Understanding the Greek Financial Debt Crisis
- Nursing Studies - Health and Safety, Ambulating the Patient and Range of Motion Exercises
- Whiteboard Lessons, Tips and Techniques for SMART Technologies
- Introduction to Cellular Physiology
- Fundamentals of Virology
- Programming in C - Using Pointers, Constants and Strings in C
- Nursing Studies - Patient Care and Patient Hygiene
- Introduction to Employee Investigation in the UK
- Programming in C - Fundamentals of Numbers, Variables and Arrays
- Introduction to Computer Science
- Understanding Normal and Contact Forces
- Fundamentals of Using Edmodo for Social Media in the Classroom

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    Press Articles
    Press Releases
    Addresses & Phone Numbers

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    Enrol to be a volunteer
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    Translate Banners
    Translate the Welcome Page
Donate
Referral Partner Programme
    Register as a Referral Partner

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    Course Categories
    Course Subjects
    Course Format
    Current Publishers
    Who can Publish
    How much can you Earn
    Apply

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Advertising Policy
Advertise
    Why advertise with us?
    Rates euro dollar pound
    Make an Advertising Enquiry
Learner Statistics
International Marketing
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Download Banner Ads
Download Desktop Wallpaper

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Introduction to Computer Science
Understanding Normal and Contact Forces
Fundamentals of Using Edmodo for Social Media in the Classroom
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Introduction to PHP and MySQL Programming

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Chris Farrell
Christine Williams
Classbites
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## Course Categories

Digital Literacy & IT Skills
Financial & Economic Literacy
Health & Safety & Compliance
Personal Development & Soft Skills
Diploma Courses
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Health Literacy
Schools Curriculum
Health & Safety (Irish Legislation Only)
Languages
All Course Categories

## Course Subjects

Accounting
Anatomy
Arabic
Artistic Techniques
Banking
Career Development
Childcare Studies
Communication Technology
Computer Basics
Customer Service
Digital Creative Design
Economics
Engineering
English
Entrepreneurial Skills
Environment
Finance
French
Game Development
Geography
Health and Fitness
Health Management
History
Human Resources
Information Technology
Investment
Irish
Law and Legal Skills
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All Course Subjects