

TRAINING BROCHURE
HR MANAGEMENT (aPHRi/PHRi/SPHRi) COURSE, LAGOS.

**N35,000
ONLY
(Promo)**

COURSE DESCRIPTION

This HR Management training is tailored towards imparting global HR Management best practices on participants. The training brings to the classroom real life scenarios, Contemporary HR management templates, tools and techniques that help participants to easily apply such in any field of endeavor.

The training is conducted in line with the aPHRi/PHRi/SPHRi curriculum and thus adequately prepares participants for the certification exams.

WHO SHOULD ATTEND

This HR management course suits:

1. New and experienced HR staff
2. HR Managers or individuals considering a certification in HR Management
3. Individuals who intend on kicking off a career as HR Management practitioners
4. Individuals who want career diversification and thus need to learn how to manage and channel organizational resources successfully.

TRAINING PACK

- Customized training materials (Books, Slides and CBTs)
- PHRi/SPHRi exam prep materials
- Certificate of completion
- Profile/CV development
- Exam Simulations
- **Lunch**

COURSE INFORMATION

INFORMATION	TRAINING OPTION
Duration	3 Days
Weekend	May 12 , 13 & 19 2018 (2 Sat & 1 Sun)
Weekday	May 14, 15 & 16 2018 (Mon - Wed)
Time	Weekend: Sat 10am – 4pm Sun 12noon – 5pm Weekday: 10am – 4pm
Fee	N31,000.00

Venue:

LAGOS: 122A OBADINA STREET, OMOLE PHASE 1, IKEJA, LAGOS

PAYMENT DETAILS

Pay to:**Account Details:**

Bank – Guaranty Trust Bank

Account Number – 0107872158

Account Name – Astute Trainers and Consultants

Call 07038618751 or 07016727467 for registration details and further information

HOW TO REGISTER

1. Make payment before deadline date(s) as applicable
2. Email your name, phone no, amount paid and location of payment to contact@atcpm.com or astutepm@gmail.com
3. Once payment has been confirmed, you will receive an e-receipt in your email address and SMS confirming same.
4. Commence your training at ATC® designated venue on **your preferred start date** by 10am prompt.

TRAINING BENEFITS

- Project Management skills Position you for promotion
- You can change jobs easily irrespective of your previous qualifications
- You can Increase your earning potential with Project Management credentials
- Opportunity to become seasoned professional in your field.
- Gain competitive advantage over your colleagues either as a fresh graduate or as an experienced professional
- Significantly improve your career profile and resume
- Project Management helps you to significantly increase your bottom-line productivity
- With Project Management credentials, you can apply for international positions
- You can command higher salaries with Project Management credentials

COURSE CONTENT

Module 1**Introduction and course overview**

What is HRM?

HRM Processes

HR Administration/HR Service Delivery

HR as business Leader

Skill Areas of HR Practitioners

HRM and the working world

Organizational structures

HR and Change Management

Module 2**Recruitment and Selection**

Techniques in Recruitment and selection

Skills inventory

Labour demand forecast

Establishing Salary structure

Staff Retention

Talent Management

Employee Relations and Communications

What is Employee Relations and Communications?

Fundamental issues in Employee relations and communication

Staff Engagement and Team Building

Stages of Team Development

Compensation and Benefits

Meaning of Compensation and Benefits

Approaches to C & B

Module 3

Performance Management

What is Performance Management?

Stages of Performance Management

Training and Development

Training Needs assessment

Training and Development cycle

HRM and HSE

Incorporating HSE into HR administration

CONTACT US

+234-701-672-7467, +234-703-861-8751

Email: info@atcpm.com, training@atcpm.com

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Website: www.atcpm.com