



CERTIFIED HUMAN RESOURCES ANALYST (CHRA) – TRAINING AND CERTIFICATION EXAM

Course No.	C-CHRA-P-JBD-Ver2B
Instructor	AAI Instructor
Course Overview & Benefits	<p>As more human resource professionals are invited to participate at the executive level, project management skills and processes become critical tools in meeting the organization's strategic talent and management objectives. Through training and implementation of project management principals and processes, the organization can reap the benefits of clear communications; an understanding of performance expectations; vertical alignment of human resources (people) to drive strategic goals and objectives; and improve overall productivity.</p> <p>Human Resource projects often involve all aspects of an organization and its distinct functional departments. Successful project management involves complex collaboration with disparate although related internal operations. Successful project managers, and human resource professionals who work with them, must call forth skills in leadership, organization, planning, and understanding of the essential aspects of project management.</p> <p>This course is designed to broaden your understanding of project management principles, raise awareness of skills and knowledge needed to successfully execute project plans and manage change initiatives, as well as build understanding of potential risks and pitfalls that often befall project implementation. Finally, the training of basic project management skills and concepts will increase efficiency in your department, develop your staff and provide an additional level of credibility within the organization.</p>
Objectives	<p>At the completion of the course participants shall benefit from the course such as:</p> <ul style="list-style-type: none"> • Gain an in-depth understanding of the Human Resource Management Knowledge a well-designed in the Human Resource implementation methodology, and effectively shall have the capability to effectively implement the knowledge. • Understand the challenges which will be faced during construction and Human Resource Management (HRM) implementation, and how to address them effectively and efficiently. • Learn how to evaluate key metrics of success during the HRM life cycle, and how to improve HRM results performance. • Gain thorough understanding and capability in defining HRM requirement and defining functions in HRM organization.



	<ul style="list-style-type: none"> • Learn techniques to manage Human Resources more effectively. • Improve risk management strategies and tactics for addressing risk within the cycle of HRM processes such as: planning, recruitment, supervision and development. • Learn how best practices in HRM are implemented, and which of the strategies and tactics may be right for participants from specific organization.
Target Audience	University students, Professionals, Senior, Middle Human Resource Managers with responsibility for the HRM policy implementation, and anyone who is interested in human resources management.
Duration	3 days
Date	See our schedule or please contact AAI Office.
Place	Hotel Sapphire Sky (BSD).
Cost	Please contact AAI office.
Course Contents and Descriptions	<p>The followings are the outlines:</p> <ol style="list-style-type: none"> 1. Human Resources Management (HRM) <ul style="list-style-type: none"> • Definitions and Objectives of HR Professionals • Main Functions in Human Resources • Characteristics of Effective HR • HR New Roles: HR as Business Partner 2. Competency Based Human Resources Management <ul style="list-style-type: none"> • Competency Theory • Types of Competencies • Recruitment and Analysis 3. Defining Requirements and Attracting Qualified Candidates <ul style="list-style-type: none"> • Security and Assessment • The Selection Decision • Training and Development • Identification of Training Needs Design • Delivery of Training 4. Effectiveness of Delivery Methods <ul style="list-style-type: none"> • The International Benchmarks • Evaluation of Training Effectiveness • Four Levels of Training Evaluation • Performance Management



	<p>5. Performance Management versus Performance Appraisal</p> <ul style="list-style-type: none"> • Creating and Monitoring a Competency Based Performance Management System <p>6. Benefits, Compensation, and Policy</p> <ul style="list-style-type: none"> • Components of Compensation and Benefits a Total Compensation Management • Job Evaluation: Guaranteeing Consistency Forces Impacting Compensation and Benefits
Cases	This part of the training shall divulge and highlight to the participants practical and particular cases related to the subject of human resources.
Certification	The participants take the American Academy of Project Management (AAPM) certification standard exam for Certified Human Resources Analyst (CHRA) with specified criteria and assignments as requested and stand as pre-requisite by The Board of American Academy.

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