PHRi Preparation-Professional in Human Resources International Training

Description

Overview

HRCI certification is a career-long commitment that demonstrates dedication, credibility and a mastery of the principles of human resources to your employers, clients, staff members and professional peers around the globe. Certification attests to the investment you have made in your HR career and holds a recognized place in the profession. To become certified, you must meet strict professional experience and educational requirements before taking the exam. To remain certified, you must stay current in the HR profession and recertify every three years. You display your certification by putting the credential after your name.

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Objectives:

- HR ADMINISTRATION
- Recruitment and Selection
- Employee Relations and Communication
- Compensation and Benefits
- Training and Development, Health, Safety and Security

The Outlines:

Recruitment and Selection

- Evolving role of HR
- Strategic planning
- Mission vision, and value
- Defining organizational competencies
- Strategic development and globalization
- Organization structure
- Global HR
- Employee engagement
- HR research and measurement methodologies

- Workforce planning
- Change Management
- Project management
- Quality Improvement theory and methods
- Global legal and ethical consideration
- Corporate social responsibility
- Policy procedure and work rules

Recruitment and Selection

- Staffing
- Branding and value proposition
- Job analysis and description
- Importance of competencies
- Recruitment and selection process
- Selection reliability and validity
- Interviewing methods
- Onboarding program
- Metrics and yield ratios

Employee Relations and Communication

- HR communication skills and programs
- Communication and cultural prospective
- HR and legal consideration
- Global legal recruitments
- Visa and work permits
- Employee Engagement
- Rewards and recognition
- Employee discipline issues
- Managing conflict
- Termination and exit interviews

Compensation and Benefits

- Total rewards system
- Internal and external Equity
- Compensation surveys
- International assignees
- Job evaluation and pay structures
- Incentive plan
- Payroll systems
- Benefit program and need assessments
- Mandate and voluntary benefits
- Retirement plans
- Benefits and cost metrics

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Training and Development, Health, Safety and Security

- Adult learning principles
- Learning styles
- Motivational theories
- ADDIE learning model
- Transfer of learning
- Performance management and evaluation
- Career development
- Leadership and leadership theories
- Organizational risk analysis
- Business community and disaster planning
- Workplace safety, health risks and accident investigation
- Protecting assets and intellectual property

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