

Course Syllabus of PGD In Human Resource Management (HRM)

COURSE CONTENT & STRUCTURE

Postgraduate Diploma in Human Resource Management

Total Credit Hours: 120 Credits

Program duration: 24 weeks

Fast Track: 12 weeks

Crash Program: 4 weeks (One Month)

*****One Unit 20 Credits. Total Unit 6 Total Credit Hour 20 x 6= 120**

UNIT: 1

Nature of Human Resource Management

- Changing Nature of Human Resource Management
- Strategic HR Management and Planning
- Organization/Individual Relations and Retention

UNIT: 2

Staffing the Organization

- Legal Framework of Equal Employment
- Managing Equal Employment and Diversity

UNIT: 3

Jobs and Job Analysis

- Recruiting in Labor Markets
- Selecting Human Resources

UNIT: 4

Developing Human Resources

- Training Human Resources
- Talent Management and Development
- Performance Management and Appraisal

UNIT: 5

Compensating Human Resources

- Total Rewards and Compensation
- Variable Pay and Executive Compensation
- Managing Employee Benefits

UNIT: 6

Managing Employee Relations

- Risk Management and Worker Protection
- Employee Rights and Responsibilities
- Union/Management Relations

Exam Policy: based on the given study material you will see final exam questions mixed of multiple-choice questions and essay type questions.

Exam Type: online

Exam Duration: 2 to 3 Hours