

Advanced Diploma in HR Management (Adv.Dip.HRM)



Advanced Diploma in HR Management



About the Course

With the current economic downturn, HR Managers are more needed than ever. Many HR Managers are needed to cut staff rosters, put together redundancy packages and consult with employees on their role and future in the organisation.

Clearly areas such as recruitment have been affected by the downturn, but organisations in the coming years will only succeed if they have qualified and experienced HR Professionals who will help turn organisations around.

The Advanced Diploma in Human Resource Management & Development is designed to provide you with the latest skills and concepts in human resource management, human resource development and training. The programme will examine the current issues facing all HR professionals and will put forward new solutions to help beat the recession. It is aimed at people who are ready to move in to a HR role or who wish to use the skills gained to further their career.

Learning to manage performance, deal with discipline and dismissal issues, develop competencies that enhance individual and organisational performance, complying with the law, and work within health and safety requirements, effectively communicate, develop and train staff are vital activities used by the HR professional. This course is ideally suited for individuals wishing to work in Management, HR Management, Recruitment and Consultancy or as a team leader.

Course Aims & Objectives

The course aims to provide you an excellent knowledge and understanding of HR theories and skills, Business & Employment Law, Employee Relations, Communications, Management, staff development and training. This exciting and challenging programme examines the main techniques involved in managing Human Resources. It also encourages you to draw on your own experience, so that you develop a clear and practical understanding and knowledge of Human Resource Management and development.

On successful completion of the Advanced Diploma course, you will be able to understand the benefits of effective human resource strategies and planning and will be able to implement new approaches to increase individual and organisational performance. You will also be equipped to apply the legislation within your organisations culture ensuring you follow the law and also best practice. Although the course is based on theoretical research, it is essentially a practical course, which relies on your participation.

Advanced Diploma in Human Resource Management - Core Subjects

There are 8 core subjects to study:

- Human Resource Development - 1
- Business Law (Republic of Ireland)
- Business Management & Administration
- Human Resource Development - 2
- Employee Relations
- Management Theory & Practice
- Training & Development
- Employee Communications

Course Overview

HR Development – Part 1

HR Management & Resourcing, HR Planning, Job Design, Recruitment & Selection, Strategies for recruitment, Recruitment and the internet, Selection Skills, Recruiting within the Law, Psychometrics.

Business Law (Republic of Ireland)

Law of tort, Law of contract, Commercial Law, EU Law, Employment Law, Grievances, discipline and dismissal issues, Discrimination, Law of Persons, Health & Safety.

Business Management & Administration

Organisational background to Business Administration, Functions and departments within organisations, Role of Admin officer.

Employee Communications (workshops)

This module delivered over a series of workshops focuses on building your interview and recruitment skills using competency based interviewing. Using all forms of communication to improve your ability in HR the practical workshop sessions increases your confidence. Simulated exercises take place in a class environment and you are tested by 360 degree feedback from your peers and lecturer.

HR Development - Part 2

Learning & Development, Education & training, Management development, Employment contracts, Bargaining, Remunerations & Reward, Public Sector, Case Studies of HR Mgmt in USA, Europe & Japan

Employee Relations

Managing Employee relations, Labour Market, Employee Relations Strategies & Policies, Negotiations, Disciplinary Matters, Grievance, Bargaining and redundancy.

Management Theory & Practice

Management theory, Classical, Social, Scientific, Human Resource, Management in Practice, Functional Management , Control & Operations.

Training & Development

HR Development & business, Wider context – training policies, Managing the HR function, Performance Management, Corporate Learning & Training.



AWARD

- Advanced Diploma in Human Resource Management - Award Body: ICM (UK) – International Award



Methodology

Learning will be measured by continuous assessment and by examination. On successful completion of this course students will be awarded an Advanced Diploma in Human Resource Management.

Why chose CMI?

1. CMI is registered as a quality education provider by [FETAC](#) – Further Education Training and Awards Council and is registered with the Department of Education offering courses recognised under the NFQ, [National Framework of Qualifications](#).
2. Students receive an Advanced Diploma in HR Management which is internationally recognised. The award is issued, by the ICM, [Institute of Commercial Management \(UK\)](#) through CMI.
3. Since 2004, CMI has built an excellent reputation with employers as one of Irelands leading HR Mgmt educators.
4. CMI brings over 30 years of combined HR Management experience from our panel of qualified HR professionals who work as consultants and for leading companies.
5. CMI has demonstrated in the past five years that they are committed to HR excellence. Courses are annually researched and updated to meet the demands and needs of the HR & Personnel Managers profession.
6. Many past students now work in HR for some of the leading Irish and international companies.
7. Graduates will be entitled to hold the credentials Adv.Dip.HRM. after their name.
8. Online course notes, journals, information websites and relevant articles are available online to download at all times.
9. Courses are centrally located off Dame Street, Dublin 2
10. CMI Lecturers work in HR Management and can provide you with personal insights relevant to the real world of working with staff and issues that arise. They offer you class exercises and assignments which allows you to develop your HR knowledge/skills in a stimulating class environment.

Course Duration & Cost

The Advanced Diploma in Human Resource Management is a 30 week programme and takes place one evening per week in Dublin city centre. Please refer to CMI website for current up to date course cost. All course fees are payable in advance unless you are unemployed or work part-time, in which case, a two payment instalment plan is offered. See Terms & Conditions on 'Book a Course' part of CMI website. Please note places are limited.

Progression

Graduates of this programme go on to pursue a Degree in HR Management or Business or related area, a Higher Diploma qualification.

Booking

To book simply log on to the 'Book a Course' part of CMI's website and submit your details together with 300euro deposit by the deadline date.

Course Eligibility

Places are limited for this programme. This course is open to people from any educational background and with various levels of work experience. If you are anxious about your eligibility, please contact CMI and a representative will be more than happy to assist you.

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