BLACKBIRD FOR TRAINING

Certified Human Resources Specialist (CHRS)

29 March – 9 April 2027
Accra (Ghana)



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Introduction

Welcome to the Certified Human Resources Specialist CHRS Program, a comprehensive course designed to equip participants with the essential knowledge and skills required to excel as a human resources specialist. Whether you are looking to become a human resource specialist or enhance your existing expertise, this program provides a thorough understanding of the role, responsibilities, and current trends in human resources management. Participants will also receive targeted preparation for the CHRS certification exam, a recognized qualification for human resources specialists. Throughout the course, you will gain practical insights and strategies to advance your career as a human resources specialist, contributing effectively to organizational success.

Course Objectives

- Develop a Solid Understanding of Key Principles: Gain a clear understanding of what is a human resource specialist, and the key responsibilities, duties, and skills required for this role. Learn the essential human resources specialist skills that contribute to organizational growth and effectiveness.
- Stay Updated with the Latest Developments: Keep abreast of the latest trends and advancements in the HR field, ensuring you are equipped with current knowledge and practices necessary for success as a human resource specialist.
- Acquire Practical Skills: Learn the essential human resource specialist duties, from workforce planning to employee engagement. This course provides the hands-on experience you need to perform HR functions efficiently.
- Align HR Practices with Organizational Goals: Understand how to align HR practices with organizational objectives, ensuring that your role as a human resources specialist contributes to the overall success of the company.
- Enhance Problem-Solving Abilities: Develop critical thinking and decision-making skills to address complex HR challenges and offer impactful solutions in your workplace.
- Prepare for the CHRS Certification Exam: Gain the knowledge and skills necessary to prepare for the Certified Human Resources Specialist exam. This course includes targeted preparation strategies to help you confidently pass the certification.



Course Outlines

Day 1: Introduction to Human Resources Management

- HR's Role in Organizational Success: Explore the vital role human resource specialists play in fostering organizational growth and effectiveness.
- HR Ethics and Professional Responsibilities: Understand the ethical considerations and professional responsibilities associated with being a human resources specialist.

Day 2: HR Planning and Staffing

- Workforce Planning and Forecasting: Learn how effective workforce planning is integral to HR strategy.
- Job Analysis and Job Design: Gain skills in conducting job analyses and designing roles that optimize productivity.
- Recruitment and Selection Strategies: Discover best practices in attracting and selecting qualified candidates for your organization.

Day 3: Employee Relations and Engagement

- Employee Motivation and Engagement Strategies: Learn how to foster employee engagement and motivation.
- Performance Management and Appraisal: Understand the importance of performance management and the appraisal process in employee development.
- Employee Retention and Talent Management: Explore strategies to retain top talent and manage the development of employees.

Day 4: Learning and Development

- Training Needs Analysis and Assessment: Learn to identify training needs to enhance employee performance.
- Design and Delivery of Effective Training Programs: Discover how to create and implement impactful training programs that meet organizational objectives.
- Career Development and Succession Planning: Understand how career development and succession planning contribute to employee retention.



Day 5: Compensation and Benefits

- Compensation Management and Strategy: Explore effective strategies for managing employee compensation.
- Job Evaluation and Salary Structures: Learn about creating fair and equitable salary structures and job evaluations.
- Employee Benefits and Rewards: Gain insights into the role of employee benefits in attracting and retaining top talent.

Day 6: HR Metrics and Analytics

- Key HR Metrics and Their Significance: Discover the essential metrics that inform HR decision-making.
- Data-Driven Decision-Making in HR: Learn how to use data analytics to drive effective HR strategies.
- HR Analytics and Reporting: Gain practical knowledge of reporting techniques for HR metrics.

Day 7: Employment Law and Compliance

- Overview of Employment Laws and Regulations: Understand the legal landscape affecting human resources.
- Equal Employment Opportunity and Diversity: Explore the importance of diversity and equal employment opportunity in HR practices.
- Workplace Safety and Health Regulations: Learn about workplace safety regulations to ensure employee well-being.

Day 8: Strategic HR Management

- HR Strategy Development and Implementation: Learn how to create and implement effective HR strategies aligned with organizational goals.
- Change Management in HR: Explore strategies for managing organizational change from an HR perspective.
- HR and Organizational Culture: Understand how HR contributes to shaping and maintaining organizational culture.

Day 9: Employee Performance and Development

- Performance Improvement Strategies: Discover methods for improving employee performance and productivity.
- Coaching and Mentoring: Learn the key principles of coaching and mentoring employees for professional growth.
- Employee Career Planning and Development: Understand how to support employees in their career progression.



Day 10: Exam Preparation and Review

- Overview of CHRS Certification Exam: Prepare for the CHRS exam with a detailed overview of the certification process.
- Practice Exam Questions and Review Sessions: Participate in practice exams and review sessions to solidify your understanding.
- Final Q&A and Conclusion: Engage in a Q&A session to clarify any remaining questions and prepare confidently for the exam.

Why Attend this Course: Wins & Losses!

This Certified Human Resources Specialist course is your gateway to becoming a top-tier HR professional. Here's why you should attend:

- Master the Role of a Human Resource Specialist: Learn what is a human resource specialist, including the human resources specialist responsibilities and the skills required to thrive in the role.
- Stay Competitive with Updated Knowledge: Keep up with the latest developments in the HR field and ensure you are always equipped with the most current practices to contribute effectively to your organization.
- Gain Practical, Real-World Skills: The course offers human resource specialist training that focuses on real-world HR duties and responsibilities, from recruitment to performance management.
- Prepare for CHRS Certification: If you're looking to advance your career, obtaining the Certified Human Resources Specialist certification is an excellent way to validate your skills and knowledge. This course prepares you to pass the CHRS exam confidently.
- Align HR Practices with Organizational Goals: Learn to align HR practices with organizational goals to ensure that your HR strategies support company success.
- Unlock Better Career Opportunities: By becoming a human resources specialist, you will open doors to new career opportunities in the HR field, gaining recognition for your expertise in managing human capital effectively.

Conclusion

The Certified Human Resources Specialist CHRS Program is the ideal course for those looking to enhance their human resources specialist skills and earn a professional certification. With a focus on human resources specialist duties, qualifications, and the latest trends in HR management, this course equips you with the tools and knowledge needed to succeed in the HR field. By completing this program, you will be fully prepared to take the CHRS exam and demonstrate your ability to contribute to organizational success through effective human resource management.

Take the next step in your professional development and become a Certified Human Resources Specialist today!

