

## Certified Human Resources Specialist (CHRS)

*Kigali (Rwanda)*

*6 - 17 January 2025*

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## Certified Human Resources Specialist (CHRS)

Code: HR28 From: 6 - 17 January 2025 City: Kigali (Rwanda) Fees: 6600 Pound

### Introduction

Welcome to the Certified Human Resources Specialist CHRS Program, a comprehensive course designed to provide participants with a strong foundation in the fundamentals and latest developments in the field of human resources. This program is specifically tailored for individuals seeking to enhance their knowledge and skills in human resources management and earn a professional certification. Throughout the course, participants will gain practical insights and strategies to excel as human resources professionals and contribute effectively to organizational success.

### Objectives

- Develop a solid understanding of the key principles and concepts in human resources management.
- Stay updated with the latest developments and trends in the HR field.
- Acquire practical skills and knowledge to perform essential HR functions and responsibilities.
- Align HR practices with organizational goals and strategies.
- Enhance problem-solving and decision-making abilities in HR-related scenarios.
- Prepare for the Certified Human Resources Specialist CHRS certification exam.

### Course Outline

#### Week 1

##### Day 1

- Introduction to Human Resources Management
- HR's role in organizational success
- HR ethics and professional responsibilities

##### Day 2

- HR Planning and Staffing
- Workforce planning and forecasting
- Job analysis and job design
- Recruitment and selection strategies

##### Day 3

- Employee Relations and Engagement
- Employee motivation and engagement strategies
- Performance management and appraisal

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- Employee retention and talent management

#### Day 4

- Learning and Development
- Training needs analysis and assessment
- Design and delivery of effective training programs
- Career development and succession planning

#### Day 5

- Compensation and Benefits
- Compensation management and strategy
- Job evaluation and salary structures
- Employee benefits and rewards

#### Week 2

#### Day 6

- HR Metrics and Analytics
- Key HR metrics and their significance
- Data-driven decision-making in HR
- HR analytics and reporting

#### Day 7

- Employment Law and Compliance
- Overview of employment laws and regulations
- Equal employment opportunity and diversity
- Workplace safety and health regulations
- HR policies and procedures

#### Day 8

- Strategic HR Management
- HR strategy development and implementation
- Change management in HR
- HR and organizational culture

#### Day 9

- Employee Performance and Development
- Performance improvement strategies
- Coaching and mentoring
- Employee career planning and development

#### Day 10

- Exam Preparation and Review

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- Overview of CHRS certification exam
- Practice exam questions and review sessions
- Final Q&A and conclusion

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