

## Certified Human Resources Specialist (CHRS)

*Cape Town (South Africa)*

*12 - 23 May 2025*

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## Certified Human Resources Specialist (CHRS)

Code: HR28 From: 12 - 23 May 2025 City: Cape Town (South Africa) Fees: 5600 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 as a human resource specialist. Throughout the course, participants will gain practical insights and strategies to excel as human resources professionals and contribute effectively to organizational success.

### Course Objectives

- **Develop a Solid Understanding of Key Principles:** Gain insights into the fundamental concepts and principles of human resources management, including the definition of a human resource specialist and the key skills required for the role.
- **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.
- **Acquire Practical Skills:** Learn the essential human resources specialist duties and responsibilities, equipping you with the practical skills needed to perform HR functions effectively.
- **Align HR Practices with Organizational Goals:** Understand how to ensure that HR practices are aligned with organizational strategies, contributing to overall success.
- **Enhance Problem-Solving Abilities:** Develop critical thinking and decision-making skills to tackle HR-related challenges confidently.
- **Prepare for the CHRS Certification Exam:** Get ready for the Certified Human Resources Specialist exam with targeted preparation strategies.

### Course Outlines

#### Day 1: Introduction to Human Resources Management

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

#### Day 2: HR Planning and Staffing

- **Workforce Planning and Forecasting:** Learn the importance of effective workforce planning as part of HR strategy.
- **Job Analysis and Job Design:** Gain skills in conducting job analyses and designing roles that enhance productivity.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Recruitment and Selection Strategies: Discover best practices in attracting and selecting qualified candidates.

### Day 3: Employee Relations and Engagement

- Employee Motivation and Engagement Strategies: Delve into techniques that foster employee engagement and satisfaction.
- Performance Management and Appraisal: Understand effective performance management systems and appraisal processes.
- Employee Retention and Talent Management: Explore strategies for retaining top talent within the organization.

### Day 4: Learning and Development

- Training Needs Analysis and Assessment: Learn to identify training needs to improve employee performance.
- Design and Delivery of Effective Training Programs: Discover how to create and implement impactful training initiatives.
- Career Development and Succession Planning: Understand the importance of career development in retaining talent.

### Day 5: Compensation and Benefits

- Compensation Management and Strategy: Explore strategies for managing employee compensation effectively.
- Job Evaluation and Salary Structures: Learn about job evaluation processes and how to create equitable salary structures.
- Employee Benefits and Rewards: Understand the role of employee benefits in attracting and retaining 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 HR strategies.
- HR Analytics and Reporting: Gain insights into effective 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 compliance in HR practices.
- Workplace Safety and Health Regulations: Learn about regulations that ensure employee safety and well-being.
- HR Policies and Procedures: Understand the essential HR policies that support compliance and effectiveness.

### Day 8: Strategic HR Management

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- HR Strategy Development and Implementation: Learn how to create and implement effective HR strategies.
- Change Management in HR: Explore strategies for managing organizational change effectively.
- HR and Organizational Culture: Understand the role of HR in shaping and maintaining organizational culture.

### Day 9: Employee Performance and Development

- Performance Improvement Strategies: Discover methods for enhancing employee performance and productivity.
- Coaching and Mentoring: Learn the fundamentals of effective coaching and mentoring in the workplace.
- Employee Career Planning and Development: Understand how to support employees in their career journeys.

### Day 10: Exam Preparation and Review

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

### Conclusion

The Certified Human Resources Specialist CHRS Program is designed to equip you with the knowledge and skills necessary to thrive as a human resources specialist. By understanding the requirements and responsibilities of HR specialists, and how to effectively manage human capital, you will be well-prepared to contribute to your organization's success. Join us in this transformative journey and take the next step in your professional development as a certified HR professional.

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