



Advanced Diploma in Human Resources Management

The Advanced Diploma in level prepare candidates for higher level opportunities in the industry. Services are delivered by people. Low quality human resource leads to low employee morale. In the 21st century, effective knowledge management translates into competitive advantage and profits.

Why does the course exists – Today's organisations operate in a rapidly changing environment. Consequently, one of the most important assets for an organisation is the ability to manage change and for people to remain healthy and authentic. Running at the forefront of growth in any organisation is its human sector.

How does it fits into the larger programme – Human resource is multidisciplinary: It applies the disciplines of economics (wages, markets, resources), psychology (motivation, satisfaction), sociology (organisation structure, culture) and law (min. wage, labour contracts, EEOC). Human resource is embedded within the work of all managers, and most individual contributors due to the need of managing people (subordinates, peers and superiors) as well as teams to get things done.

For who it was designed – The course is designed for Diploma level holders from different disciplines interested in pursuing human resource management or candidates who complete the Diploma in Human Resource Management.

How it will benefit candidates – Every organisation require skilled and professional human resource managers in a variety of positions, and both the public and private sector offer attractive employment in the field. Overall employment for human resource careers is expected to grow faster than average for the next 20 years.

Subjects:

- Project Management Skills
- Organisational Development
- Industrial Organisation
- Business Research Methods
- Ethics in Management

Project Management - project management is a set of agreed upon knowledge (rules) that allow one to manage and communicate all the details, schedules, people, budgets, performance etc. that goes in to creating 'new' stuff. Project management is an approach of planning, organizing, and managing resources to bring about the flourishing achievement of specific project goals and objectives. Project management is a carefully planned and organised effort to accomplish a specific (and usually) one-time effort, for example, constructing a building or implementing a new computer system. Project management includes developing a project plan, which includes defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to stay on the "critical path", that is, to ensure the plan is being managed according to plan. Project management usually follows major phases (with various titles

for these phases), including feasibility study, project planning, implementation, evaluation and support/maintenance.

Organisational Development - simply put, an organisation development practitioner is to an organisation as a doctor is to a human body. The practitioner "diagnoses" (or discovers) the most important priorities to address in the organisation, suggests a change-management plan, and then guides the organisation through the necessary change. There are different definitions and views on how the change should occur. Today's organisations operate in a rapidly changing environment. Consequently, one of the most important assets for an organisation is the ability to manage change - and for people to remain healthy and authentic. Running at the forefront of growth in any organisation is its human sector. What propels this principle is organisational development. Organisational development is movement from top management down to the employees, aiming at the development and effectiveness of the organisation. Organisational development involves behavioural research at its core. Sometimes regarded as human systems.

Industrial Organisation - is the study of firms in markets. Industrial organisation focuses on firm behaviour in imperfectly competitive markets, which appear to be far more common than the perfectly competitive markets focused in basic microeconomics. This field analyses the acquisition and use of market power by firms, strategic interactions among firms, and the role of government competition policy.

Business Research Methods - research is literally everywhere, and knowing about research methods will help us understand how we came to know what we accept as fact. We all know that *four* out of *five* doctors recommend an apple a day. We also know that proper nutrition is important for children's development, too much sugar is not good for you and that drugs are addictive. The question is: How did we come to know these things? *Through research*. Someone somewhere did a study and found each of the above findings. Just how did the researchers do the studies that found those numbers? Research methods are a variety of techniques that people use when studying a given phenomenon. They are planned, scientific, and value-neutral.

Ethics in Management - making money and maintaining business ethics in international trade can be a challenge. Especially in countries where corrupt officials, bribes, payoffs, baksheesh and the mordida are common place. Cultural questions intensify the challenge. "Am I being asked for a bribe or facilitation payment?"