



## **CHRM**

### **Certified Human Resource Manager**

#### **Introduction**

This Certification Program is a core certification program of the American Certification Institute. This program offers the designation of CHRM (Certified Human Resource Manager) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the HUMAN RESOURCE BODY OF KNOWLEDGE. (HRBOK).

#### **Modules for Certification**

##### **Module 1. Introduction to HR Management**

- a) What is HR Management
- b) Managing HR
- c) Changing Environment of HR
- d) HR and Authority, Technology
- e) Measuring HR
- f) The New HR Manger.

##### **Module 2. Strategic HR Management**

- a) What is Strategy?
- b) HR Strategic Challenges
- c) Strategic Management and the Process of Strategic Management
- d) Types of Strategic Planning
- e) Strategic Human Resource Management
- f) HR Strategy Formulation and Implementation
- g) High Performance Work Systems
- h) HR Scorecard

### **Module 3. Job Analysis**

- a) Nature of Job Analysis
- b) Job Description and Job Specification
- c) Uses of Job Analysis and Information Collection
- d) Steps in Job Analysis
- e) Methods of Job Analysis
- f) Writing Job Description and Job Specification

### **Module 4. Recruitment**

- a) What is Recruitment
- b) Steps in Recruitment
- c) Forecasting Personnel Needs
- d) Succession Planning
- e) Recruitment Sources
- f) How to Measure Effectiveness of Recruitment Sources?
- g) Constructing Advertisement
- h) Guidelines for Choosing a Recruiter.
- i) Developing and Using Application form

### **Module 5. Selection and Testing Techniques**

- a) Selection and Why Careful Selection is Important
- b) Basic Testing Concepts and Types of Test Validity
- c) How to Validate a Test?
- d) Types of Tests
- e) Background Information and Reference Checks
- f) Interviewing the Most Widely Used Technique
- g) Types of Interviews and Factors Affecting Interviewing
- h) Designing and Conducting Effective Interviews.

### **Module 6. Training & Development**

- a) What is Training?
- b) Training Process
- c) Training Methods and Steps in Conducting Training Methods.
- d) Management Development
- e) Change Management and Training
- f) Evaluating Training

### **Module 7. Performance Management**

- a) What is Performance Management and its Comparison with Performance Appraisal.
- b) Components of Effective Performance Management.
- c) Steps in Appraising Performance
- d) Performance Appraisal Methods
- e) Appraisal Problems and Solutions
- f) The Appraisal Interview

### **Module 8. Career Planning and Development**

- a) Basics of Career Planning
- b) Roles in Career planning. Employee and Employer Role
- c) Managing Promotions, Transfers and Retirement
- d) Enhancing Diversity through Career Development
- e) Managing your Career and Stages of Career.

### **Module 9. Establishing Strategic Pay Plans(Compensation and Benefits)**

- a) Salary/Wages
- b) Strategically Aligned Pay
- c) Policies affecting Strategic Pay Plans
- d) Salary Compression
- e) Equity and its impact on Pay Rates
- f) Establishing Pay Rates through Job Evaluation
- g) Choosing Job Evaluation Method
- h) Steps of different Job evaluation Methods
- i) Pay for Performance and Financial Incentives

### **Module 10. Country Specific Labour Laws**

#### **Requirements for certification**

- A minimum of two (2) years experience in human resource management or a Bachelor's degree.



- One letter of recommendation from a senior manager attesting to your qualifications for certification as well as your ethical character is required.
- You must complete and submit the application.

### **Examinations**

Completion of the certification program requires completion of multiple choice examinations. The examinations are prepared by a Board of Examiners consisting of a range of Certified, Sustaining, and Educator Members within the three above Institutes/Societies.

### **Professional Designation**

Successful candidates are granted the designation of CHRM. The designations may be used just as similar recognitions are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.