



**CERTIFIED HUMAN
RESOURCE MANAGER
(CHRM) Training Program**

INTRODUCTION

The Human Resource Manager leads and directs the routine functions of the HR Department, including hiring and interviewing staff, administering pay & benefits, and enforcing company policies and practices. HR Managers are responsible for overseeing the administrative functions of an organisation and must be knowledgeable about the latest trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Certified Human Resource Manager (CHRM) is a globally recognised certification that validates your skills to hold the position of HR Manager. Edoxi Training Institute's CHRM Training Program in Dubai helps you gain expertise to architect HR strategies and helps you develop essential leadership qualities. Our expert trainers help you gain competency as an HR Manager to oversee and manage a performance appraisal system and nurture a positive working environment.

COURSE OVERVIEW

Edoxi's CHRM Training Program helps you develop and monitor overall HR strategies, systems, tactics and procedures across the organisation. As an HR Manager, you can strengthen your skills to support current & future organisational needs through the development, engagement, motivation and preservation of human capital with the help of our training program.

Mode of Training

- Classroom / Online

Total Course Duration

- 24 Hours

WHO CAN ATTEND?

The program is beneficial for both new and experienced officers in Human Resources who wish to update their knowledge and skills in HR Management.

COURSE OBJECTIVES

- To help you understand the daily responsibilities of a Human Resource Manager.
- To enhance your theoretical knowledge base on HR Management.
- To help you gain in-depth knowledge on the Employee life cycle.
- To understand the training needs of the new employees as an HR Manager.
- To help you gain expertise to provide decision support through HR metrics.
- To ensure legal compliance throughout human resource management.

COURSE CONTENT

Introduction Human Resource Management

- Definitions of Human Resource.
- Importance of HR Management.
- Trends Shaping Human Resource Management.
- Competencies of Human Resource Manager.
- Important Aspects of Current HR Management.
- HR Scorecard.

Human Resource Management Strategy and Analysis

- Strategic HRM.
- Levels of Strategy.
- HR Applications for Competitors.
- Strategic Management Process.
- SWOT Analysis.
- Pestle Analysis.
- Employee Engagement.

Talent Management Process

- The Talent Management Process.
- Talent Management Strategy.
- Job Analysis.
- Approaches and Process of Job Analysis.
- Job Description and Job Specification.
- Workforce Planning and Hiring.
- Practical Activity.

Training Development and Management

- Training and Developing Employees.
- Briefing the training process.
- Designing and Implementing the.
- Training Programs.
- Model of Training Evaluation Process.
- Training Techniques.
- Management Development Methods.

Performance Management System

- Basics of Performance Management and Appraisal.
- Techniques for Appraising Performance.
- Managing The Appraisal Interview.
- Talent Management and Employee Appraisal.
- Performance Appraisal Tools.
- 360 Degree Feedback.

Compensation and Payroll

- Strategic Pay Plans.
- Determining Pay Rates.
- Job Evaluation Methods.
- How to Conduct a Job Evaluation.
- Price Managerial & Professional Jobs.
- Importance of Reward for Improving Employee Engagement.

Managing Employees Retention

- Managing Employee Turnover and Retention.
- Retention Strategies.
- Managing Employee Engagement.
- Approach to Retaining Employees.
- Exit Interviews.
- Method of Exit Interview.

HR Audit

- Scope of HR Audit.
- Process.
- Approached.
- Audit Check List.

Labour Law (UAE)

- Types of Contract.
- Gratuity Calculation.
- Overtime & Compensation Calculation.
- Employee Visa Process & Cancellation.
- Termination.
- Articles.

ABOUT EDOXI TRAINING INSTITUTE

Edoxi Training Institute is one of the excellent educational training centres in Dubai with the zeal to be on top by providing unique coaching for individuals and businesses. Being the finest training institute, we are the pioneers in offering career-oriented courses to aspirant professionals to upskill.

Among many career-oriented courses, we take responsibility for providing quality training in the Certified Human Resource Manager (CHRM) Program. Our CHRM Training enables you to learn the best HR practices and imparts confidence to undertake the position of HR Manager.

We are a true partner that takes the time to understand your unique training requirements by providing the right training resources and highly experienced certified trainers. We ensure you get high-quality training and guidance to help you move ahead in your career confidently as an HR Manager.



EDOXI TRAINING INSTITUTE

Office 504, Bank Street Building
Next to Burjuman Metro Station Exit 3
Khalid Bin Al Waleed Rd
Dubai United Arab Emirates

Phone : +971 4380 1666
WhatsApp : +971 58123 6600

Email : info@edoxi.com
Website : www.edoxi.com