

€ TRAINING

Associate Professional in Human Recourse
International aPHRi





Associate Professional in Human Recourse International aPHRi

Introduction:

This comprehensive course is designed to prepare participants for the aPHRi certification exam and to enhance their knowledge and skills in human resource management on an international scale. Through this program, participants will gain a solid understanding of HR principles, practices, and regulations necessary for effective global HR management.

Program Objectives:

By the end of this program, participants will be able to:

- Grasp the core concepts and principles of human resource management.
- Apply HR practices and policies in an international context.
- Develop effective strategies for talent acquisition, development, and retention.
- Understand and ensure compliance with international HR laws and regulations.
- Gain the knowledge and skills necessary to pass the aPHRi certification exam.

Targeted Audience:

- Aspiring HR professionals seeking international certification.
- HR practitioners looking to enhance their international HR knowledge.
- Professionals transitioning into HR roles.
- Managers responsible for HR functions in a global context.
- Professionals involved in international human resource management.

Program Outlines:

Unit 1:

HR Operations:

- Overview of HR management roles and responsibilities.
- Developing and implementing HR policies and procedures.

- Utilizing HR information systems for efficient HR operations.
- Understanding and applying HR metrics and analytics.
- Managing HR operations across different countries and cultures.

Unit 2:

Recruitment and Selection:

- Developing strategies for attracting top talent internationally.
- Conducting job analysis and designing effective job descriptions.
- Utilizing various selection techniques and tools.
- Steps for Conducting effective interviews to identify the best candidates.
- Steps for Creating onboarding programs to integrate new hires successfully.

Unit 3:

Employee Development and Retention:

- Steps for Designing and implementing training and development programs.
- Facilitating career development and succession planning.
- Establishing performance management systems and processes.
- Strategies to enhance employee engagement and satisfaction.
- Developing strategies to retain top talent in a competitive market.

Unit 4:

Compensation and Benefits:

- Understanding and developing compensation strategies.
- Managing employee benefits programs effectively.
- Addressing compensation challenges in an international context.
- Designing equity and incentive plans to motivate employees.
- Ensuring compliance with compensation and benefits regulations globally.



Unit 5:

Employee Relations and Risk Management:

- Building and maintaining positive employee relations.
- Techniques for resolving workplace conflicts.
- Ensuring workplace health, safety, and security.
- Addressing ethical issues and dilemmas in HR management.
- Identifying and managing HR-related risks.
- Prepare for the certification exam.

Note: This program is designed to prepare participants for the certification exam only.