

## Certificate Outline

Business Ethics  
Conflict Resolution  
Getting Results through Training  
HRM Fundamentals  
Middle Manager  
Motivating Employees

Total Courses: 6 courses and Certificate in HRM final assignment  
Courses Nominal Hours: 8 hours  
Total Nominal Hours: 48 hours  
Certificate Standard Price: £255

### Notting Hill College Headquarters

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NOTTING HILL  
COLLEGE

SCHOOL OF BUSINESS

## Certificate in HR Management



## BUILDING BLOCKS FOR A SUCCESSFUL CAREER in HRM

In recent years, tasks that were originally thought to “belong” to the human resources department have become a part of many managers’ job descriptions. This certificate will give you the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. In 48 hours only of study you will gain a broad overview of the human resource function. This certificate covers real-life HR issues and critical topics including strategic planning, recruiting, compensation, benefits and employee relations in addition to the most helpful personal skills needed for HR Management proficiency. Whether you’re new to human resources or you simply want to strengthen your employee management skills, this certificate is an invaluable place to start.

### Diploma Objectives

- Describe the implications of different aspects of Human Resource Management on daily responsibilities
- Define human resources terms and subject matter.
- Recruit, interview, and retain employees more effectively.
- Follow up with new employees in a structured manner.
- Be an advocate for your employees’ health and safety.
- Provide accurate, actionable feedback to employees.
- Act appropriately in situations requiring discipline and termination.

### Who Should Attend?

Anybody involved in HRM or for those who are looking for a taste of it. This certificate principally welcomes HR staff, HR officers, training and development staff, recruitment/selection staff, or anyone considering a career in Human Resource Management.

- Evaluate some of the strengths and opportunities for Human Resources in your own workplace.
- Identify three areas for further development within the Human Resources field as part of a personal action plan.
- Understand the different methods of communication and how to make the most of each of them to appear more confident in front of others.
- How to create a positive work environment by helping recognise and be tolerant of differences among co-workers.
- Achieve the right balance between a confident, motivated workforce and a workforce which is driven to attain goals.
- How to create a positive work environment by helping recognise and be tolerant of differences among co-workers.
- Recognise the different ways of evaluating the training progress, and how to use those results to demonstrate the results that training brings.