

## Diploma Outline

Communication Strategies  
Workplace Diversity  
Motivating Employees  
Budgets and Financial Reports  
Getting Results through Training  
Leadership and Influence  
Project Management  
Change Management  
Negotiation Skills

Total Courses: 9 courses and a HR Management Skills Case Study  
Courses Nominal Hours: 8 hours  
Total Nominal Hours: 72 hours  
Diploma Standard Price: £385

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NOTTING HILL  
COLLEGE

SCHOOL OF BUSINESS

## HR Management Skills Diploma



Humans and the potential they possess drive an organisation. Today's organisations are continuously changing. Organisational change impacts not only the business but also its employees. In order to maximise organisational effectiveness, human potential—individuals' capabilities, time, and talents—must be managed. Human resource management works to ensure that employees are able to meet the organisation's goals. It is important for Human Resource professionals to master their personal skills as important as being up to date on the latest trends in staffing, performance appraisals, compensation and benefits, training and development, employee and labor relations, and safety and health issues.

This Diploma programme provides HR managers with the core knowledge required to competency as HR professionals.

### Diploma Objectives

- 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.
- Recognise the entire project management process, as well as key project management tools that they can use every day.
- Understand the phases of negotiation, tools to use during a negotiation, and ways to build win-win solutions.
- Facilitate critical leadership skills necessary to ensure the high performance of a project team.

- Understand the effectiveness of leading others and assess what subordinates' strengths and influenced weaknesses are, and how to use them effectively.
- Recognise the different ways of evaluating the training progress, and how to use those results to demonstrate the results that training brings.
- Deeper knowledge of the principles of change management, an understanding of how to implement and manage change in their organisations, generate better acceptance of change through the implementation of change theories and enabling a higher rate of satisfactory change while keeping staff engaged.
- Basic budgeting and financial concepts.

### Who Should Attend?

- HR managers who wish to master the personal skills essential for this career.
- Academics who are teaching or planning to teach the required skills for Human Resources Management at undergraduate or Master's level
- Senior undergraduate students, Master's students, and research students who wish to obtain a sound exposure to skills required for Human Resources Management
- Any Human Resources professional