

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

3- Months Training Course
Weekend Classes
Friday: 6pm to 9pm



About Softax

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of “learning for solutions”. Today Softax is proud to have trained over 28,000 Corporate Executives and arranged more than 900 workshops and short courses.



WHY is it Important?

- Human Resource Management has grown to become one of the most sought after profession in the last two decades in Pakistan.
- More and more young graduates are opting to take a place in the discipline of HR.
- HR has turned attractive because of its importance in the organization for management and the staff
- Great career opportunities and personal satisfaction to its practitioners.
- Many facets of HR are not only misunderstood but also under practiced
- The importance of people and their increased needs have made it equally important for the management to take care of the HR and make it a sustainable operation to attract, retain and groom top talent and coach and counsel the potential employees.
- For this to happen HR Department needs to equip itself with the latest ways and means to cover the growth needs of the staff in their mental, emotional and spiritual spheres.
- All departments have now become equally important and responsible for their staff, understanding of the latest best practices and knowing important tool and techniques of managing their departmental HR.
- It is essential for all managers to have at least a working knowledge of managing, maintaining and influencing their respective HR for overall organizational benefit and growth.
- This certification course provides opportunity to all the staff of an organization to develop and nurture their skills, knowledge and attitude for HRM.





Course Facilitator

Mr. Umer Raza - MCIPD UK

"Mr. Umer is engaged with the Human Resource, career development/advisory and counseling profession for over twenty years. He is Chartered Member of coveted Chartered Institute of Personnel and Development UK. Umer has served in diverse industries of Pakistan as head of Human Resource Department. His career includes training and consultancy firm Ace Consulting Group, Manufacturing company Crescent Bahuman Ltd., hospitality industry, two of the large luxury hotels i.e. Faisalabad Serena Hotel and Islamabad Serena Hotel and Technology industry giant i.e. Trans World Associates which is a subsidiary of OrascomTelecom.



He has also provided his services in a number of public, private and development sector projects. These projects range from Capacity Building, Organizational Development Studies, Recruitment & Selection, Policy Level interventions and Change Management Process. He has also spoken on the concept of Change and HR at professional forums such as Human Resource Forum Islamabad and Institute of Chartered Accountants of Pakistan. He is also co-author of a book "CHOOSE OR BE CHOSEN".

Program Details

Timing: 6:00 pm to 9:00pm

Venue: Softax House, 51/A-2, Lawrance Road Lahore.

Duration: 12-weeks (one day a week, 3 hours a day (Friday))


**Starting From
20-April-2018 (Friday)
Fee: 18,000/- +16%PST**

Contact Details

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Certification Modules

Month 1:

Human Resource Environment and Strategy

- Being Happy and Successful
- HR Responsibility and Roles
- Competitive Challenges Influencing HR and Meeting Competitive Challenges
- HR Strategy Formulation, Policy Development and Implementation
- Job Analysis and Job Design
- HR Forecasting, Design and Employer Branding
- Understanding the needs of the CEO
- A role model of Change

Month 2:

Hiring, Training, Engagement and Performance Management

- Recruitment and Interviewing
- Selection and On boarding
- When training is required
- Developing Training Programs
- When and why to hire an outside training company
- Career Coaching of staff
- Performance Management
- Employees as Business partners

Month 3:

Compensation, Benefits, Succession and Exit

- Monetary and non monetary benefits planning
- Different systems to suit your culture and organizational design
- Development of Compensation system
- Strategic Compensation Plans
- Succession Planning
- Employee Exit strategies and process
- Personal Development plan making and conducting real time case study
- Presentations, reports and certifications