



CERTIFIED MASTER OF HR OPERATIONS

Certification Outline

Duration: 5 Days

OBJECTIVE

The Certified Master of HR Operations program is meticulously designed to empower HR professionals by deepening their expertise in the crucial operational facets of human resources. This intensive five-day course aims to bolster participants' knowledge in areas such as legal compliance, talent management, performance evaluation, and HR technology utilization. It focuses on cultivating practical skills that are pivotal for enhancing employee engagement, ensuring organizational compliance, and leveraging data for strategic decision-making.

By aligning HR operations with organizational objectives, the program ensures HR professionals are equipped to significantly contribute to their organizations' success. Participants will leave with the proficiency to implement effective HR strategies, a comprehensive understanding of HR analytics, and the capability to manage HR functions that support and drive business outcomes.

The culmination of the program with a certification test not only validates the participants' expertise in HR operations but also positions them as credible and strategic HR leaders in their respective organizations.

WHO SHOULD ATTEND

This certification is ideal for HR professionals looking to deepen their expertise in HR operations, including HR Managers, HR Operations Specialists, and HR Generalists. It's also beneficial for new HR professionals seeking to gain a comprehensive understanding of HR operations practices.

Business owners and managers aiming to enhance their HR operational skills will find this certification invaluable.



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OUTCOME

Upon completion of this intensive 5-day program, participants will be equipped with advanced knowledge and practical skills in HR operations.

They will be able to streamline HR processes within their organizations, implement effective HR strategies, and ensure compliance with HR legal standards.

The program concludes with a certification test, upon passing which participants will be awarded the title of Certified Master of HR Operations, validating their expertise and commitment to excellence in the field.

This certification will empower them to lead HR operations with confidence, driving organizational success through effective human resource management.

SCHEDULE

DAY 1: FOUNDATIONS OF HR OPERATIONS

- Morning Session: Introduction to HR Operations
- Understanding the Role of HR Operations
- Key HR Functions and Processes
- Afternoon Session: HR Legal Compliance
- Employment Law Fundamentals
- Ensuring Compliance in HR Practices

DAY 2: TALENT ACQUISITION AND MANAGEMENT

- Strategies for recruiting and retaining global talent
- Morning Session: Effective Recruitment Strategies
- Building a Talent Acquisition Plan
- Innovative Sourcing and Selection Techniques
- Afternoon Session: Onboarding and Retention
- Creating a Memorable Onboarding Experience
- Strategies for Employee Engagement and Retention



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DAY 3: PERFORMANCE AND DEVELOPMENT

- Morning Session: Performance Management Systems
- Designing Effective Performance Evaluations
- Feedback and Coaching for Performance Improvement
- Afternoon Session: Learning and Development
- Identifying Training Needs
- Developing and Implementing Training Programs

DAY 4: HR ANALYTICS AND TECHNOLOGY

- Morning Session: Introduction to HR Analytics
- Leveraging Data in HR Decision-Making
- Key Metrics and Analytics Tools
- Afternoon Session: HR Information Systems (HRIS)
- Choosing the Right HRIS
- Integrating HRIS with HR Operations

DAY 5: STRATEGIC HR OPERATIONS

- Morning Session: Aligning HR Operations with Business Strategy
- HR's Role in Organizational Strategy
- Building a Strategic HR Plan
- Afternoon Session: Certification Test

THIS COMPREHENSIVE PROGRAM CONCLUDES WITH A CERTIFICATION TEST.