



Postgraduate Diploma

HR AND ORGANISATIONAL PSYCHOLOGY (PGDipOrgPsy)

SHRI Academy's PGDipOrgPsy programme is designed to equip learners to understand the psychological aspects of organisation functioning. It is the study of behaviour in work setting to promote worker attitudes and organisational culture.

This programme will benefit working People Managers, Executives, Managers and HR professionals as well as those who wish to advance their career in HR and also for professionals who are looking for a change in career. It will help you contribute to organisational development and change, training and development in job analysis and hiring, overcoming grievances at work and enhancing performance, motivation and job satisfaction.

This programme provides the basis for the study of organisational psychology at higher levels and also equips you with the basic skills in analysing, understanding research methodologies, changing, and evaluating human behaviour as well as exploring the interaction between people and their physical and social environments. This programme does not qualify you to register as a psychologist.

Organisational psychologists find work in business, public sector organisation and the community.

Course Content

Module 1 - Human Resource Management - 36 Hours

This module gives an overview of the key functions of the human resource department including a segment dedicated to International Human Resource Management.

- **Human Resource Management Functions**
 - The basis and evolution of human resource management
 - The practices of human resource management
 - Managing the human resources functions
- **Human Resource Strategies, Policies and Procedures**
 - Human resources strategies, policies and procedures
- **Job and Competency Analysis**
 - The nature of job analysis, its objectives and uses
 - Who does job analysis?
 - The role of human resource management in job analysis
 - Sources of information
 - Methods of collecting and analyzing information
- **Performance Management**
 - Main features of performance management
 - Performance management activities
 - Performance agreement or contract
 - The performance and developmental plan
 - Managing performance throughout the year
 - Performance review
 - Performance rating
- **Human Resource Planning**
 - Aims of human resource planning
 - Achieving the aims
 - Employee resourcing strategy
 - Turning broad strategies into action plans
 - Demand forecasting
 - Supply forecasting
 - Forecasting human resource requirements
 - Productivity and cost
 - Action planning

- **Recruitment and Selection**
 - Defining requirements
 - Attracting talents
 - Selecting talents
 - Selection test
 - References and offers
- **International HRM**
 - Introduction to international HRM
 - Forms of international HRM
 - Differences between domestic and international HRM
 - HRM problems for multinational/global firm
 - Global staffing
 - Training and development

Module 2 - Strategic & Change Management - 36 Hours

This module explores and evaluates the concepts and theories of "Strategic & Change Management" and develops learners' cognitive processes integral to strategic management. Special emphasis is given to the approach of human resource functions towards total operations.

- **Strategic Management Process : An overview**
 - The five tasks of strategic management
 - Developing a strategic business vision and mission
 - Setting objectives
 - Crafting a strategy
 - Evaluating performance, reviewing, initiating corrective adjustments
 - Why strategic management is an ongoing process and characteristic of the process
 - Who performs the five tasks of strategic management?
 - The benefits of a "Strategic Approach" to management
- **The 3 strategy-making Tasks**
 - Developing a strategic business vision and mission
 - Setting objectives
 - Crafting a strategy
- **Industry and Competitive Analysis**
 - Methods of industry & competitive analysis
- **Company Situation Analysis**
 - Discusses the techniques of evaluating a company's resource capabilities
- **Strategy and Competitive Advantage**
 - The five generic competitive strategies
- **Matching Strategy to Company's Situation**
 - Demonstrate task of matching strategy to the situation
 - The strategy-making challenges
- **Diversification Strategy and Analysis**
- **HR dimension in corporate strategic management**
- **Change management**

Module 3 - Principles of Applied Psychology - 36 Hours

This module gives an overview of the scientific study of human behaviour and cognitive development. It develops learners for key applications of the principles of psychology to the workplace situations in a broad way. The primary focus would be to serve the current needs of the dynamic organisations of the 21st century. The approach would be re-collections of key theories learnt, selections of its applicability, brainstorming, and solutions to current scenarios. It also serves as a foundation for applications to future possibilities.

- Introduction and grand theories of psychology
- Predisposition Model
- Introduction to psychodynamic theory and behaviourists framework
- Introduction to conditioning theory
- Attractions, Recruitment, Selections and Retentions of Talents
- Cultures and diversities at work
- Emotions at work
- Organisational development

Upon completion of this module, graduates will:

1. Understand the Predisposition Model
2. Describe the Psychodynamic & Conditioning theories
3. A heightened self awareness of their own Individual Development
4. Gain a good grasp of applications of key theories to the reality of the workplace

Module 4 - Workplace Interventions (Counselling, Coaching & Mentoring) – 30 Hours

This module gives learners an overview of the various workplace interventions such as coaching, counselling and mentoring, as well as the importance of the counsellor's/coach's self awareness and the essential therapeutic skills that are needed to conduct a counselling/coaching session.

- What is Counselling, Coaching, and Mentoring?
- Counsellor's/Coach's Self Awareness and its implications on a Counselling/Coaching Session
- Essential Therapeutic Skills
- Motivational Interviewing

Upon completion of this module, learners will be able to gain an overview of:

1. The Differences between Coaching, Counselling and Mentoring
2. The Importance of Counsellor's/Coach's Self Awareness and its implications on a Counselling/Coaching Session
3. The Essential Therapeutic Skills that are used in conducting a Counselling/Coaching Session
4. The Motivational Interviewing Framework as a Model used in conducting a Counselling/Coaching Session.

Module 5 - Statistics, Applied & Research Methods – Psychometric Assessment – 30 Hours

This module examines theories and principles underlying the construction and use of psychological tests. Focus will be on psychometric theory and test construction during the 1st half of the module. During the 2nd half of the module, the lessons will examine and critically evaluate a variety of tests that assess intelligence, achievement, aptitude, personality and psychopathology. Issues and controversies associated with psychological testing will also be covered. The approach to all topics will be rigorously empirical.

This module is not designed to make one into an accomplished psychometrician (i.e. one who gives tests) nor it is designed to make one a skilled psychometrician (i.e. one who constructs tests), nor will it give you "hands on" experience with psychometric computer programmes. Rather it is aimed to allow one to understand the fundamental theoretical issue concerning the psychometrician.

Upon completion of this module, learners will be able to:

1. Acquaint with the fundamental vocabulary and logic of psychological measurement and behavioural assessment.
2. Develop its capacity for critical judgment of the adequacy of measures purported to assess behaviour in the role of theory development.
3. Acquaint with some of the relevant literature in personality assessment, psychometric theory & practice, methods of observing and measuring behaviour.
4. Instill an appreciation of and interest in the principles & methods of psychometric theory in general and behavior assessment in particular.

The modules listed above may be conducted in a different sequence.

Course Duration

- 6 months; 168 training hours
- 5 modules
- Lessons for Module 1 & 2 are conducted via weekend intensive mode (Fri: 7pm -10pm; Sat & Sun: 9am - 5.30pm)
- Lessons for Module 3, 4 & 5 are conducted thrice a week on weekday evenings (7pm - 10pm) or Saturday (2pm - 5pm)

Assessment Methods

Candidates are assessed by assignments and written examinations and/or role-play at the end of each module except for Strategic & Change Management module whereby assessment is based on Group and Individual Assignments.

Postgraduate Diploma in HR and Organisational Psychology will be awarded by SHRI Academy upon successful completion of the programme and graduates may use the title "PGDipOrgPsy" after their names.

Advancement

PGDipOrgPsy graduates holding bachelors degree are encouraged to enroll for the Master of Science (International HRM) programme, jointly offered by Edinburgh Napier University (UK) and SHRI Academy, subject to validation of the programme and acceptance by the University.

Exemption Criteria

- Exemptions will be granted to SHRI Postgraduate & Graduate Diploma graduates
- Approval for exemption is on a case-by-case basis at the sole discretion of the Academic Advisory Board.

Admission Requirements

- Applicants should possess one of the followings:
 - Degree in any discipline
 - Diploma in Applied/Organisational Psychology awarded by SHRI Academy
 - Diploma holder with at least 3 years working experience at a management level
- Those with other qualifications and working experience will be considered on an individual basis.
- Exemptions of appropriate module(s) will be given to SHRI's Postgraduate & Graduate Diploma holders.
- Exemption(s) may be considered for diploma & above graduates in the same/related discipline of field/study from local polytechnics or other Institutions.
- The final decision concerning admission and exemptions to the programme rests with the Academic Advisory Board.

Programme Fees

Self Sponsored	Revised Fees
	*From 1 January 2012
Registration Fee	S\$100.00
Course Fee	S\$4,200.00
Student Membership Entrance Fee	S\$120.00
1-Year Student Membership Fee	S\$50.00
Supplementary Materials Fee	S\$60.00
Total Fees	S\$4,530.00
7% GST	S\$317.10
Fees payable for self-sponsored applicant	S\$4,847.10

**All fees quoted are inclusive of 7% GST. Registration fee is non-refundable. All fees to be payable in full prior to the orientation/course commencement date.*

Application Procedures

All applications must be submitted with the following:

1. Completed application form*
2. Two recent passport-size photographs
3. Photocopy of NRIC (front & back)
4. Certified true copies of academic certificates & transcripts**
5. Resume with detailed work experience (Diploma holders only)
6. Requisite payment***

* Application forms are obtainable from SHRI Academy or **download a copy** now.

** Applicants are required to bring along the original (for verification purpose) and 1 copy of the educational qualifications and result transcripts to apply for the programme.

*** Requisite payment includes all fees quoted under Programme Fees.
Cheques must be made payable to "SHRI Academy Pte Ltd".

Next Intakes

Please indicate your choice of intake for application purposes.

Intake	Commencement Date	Application Closing Date
10 th	6 January 2012	23 December 2011
11 th	3 February 2012	20 January 2012
12 th	7 March 2012	22 February 2012
13 th	18 April 2012	4 April 2012
14 th	23 May 2012	9 May 2012
15 th	6 July 2012	22 June 2012
16 th	3 August 2012	20 July 2012
17 th	5 September 2012	22 August 2012
18 th	17 October 2012	3 October 2012
19 th	28 November 2012	14 November 2012

Bring-a-Friend and enjoy rewards when your friend embarks on a learning journey with SHRI!

Course Withdrawal/Transfer and Refund Policy

Learners who wish to withdraw or transfer to another programme must notify SHRI Academy in writing before the commencement of the course. Registration fee paid is non-refundable and non-transferable. The following refund policy applies:

Written Notice of Withdrawal	Refund of Course Fee (%)
Received more than two weeks before course commencement	75% of full course fees
Received less than two weeks before course commencement	0% of full course fees

Foreign learners who withdraw from a programme must surrender their student's pass to the Immigration & Checkpoints Authority (ICA) immediately.

Please click [here](#) to download a copy of SHRI Academy's Student Handbook for more details.

Application Form

For further information, please contact Ms Lynn Koo or Ms C.P. Anita via ☎phone (65) 6438 0012, 📠fax (65) 6299 4864, or ✉email lynn.koo@shri.org.sg / anita@shri.org.sg