



Postgraduate Diploma

HR AND TALENT MANAGEMENT (PGDipTM)

POSTGRADUATE DIPLOMA IN HR AND TALENT MANAGEMENT (PGDipTM)

Programme Overview | Admission & Fees | Application | Downloads & Enquiry

SHRI Academy's PGDipTM programme will equip learners with processes and toolkits on how to connect organisational excellence to people management by systematically identifying, keeping, developing and promoting the organisation's best people. Learning resources will include simple, efficient, easy-to-follow methods for assessing, planning, and developing high-value people to meet your organisation's current and future needs. It will help you combine your organisation's diverse human resources activities into an integrated system.

The programme will benefit HR and non-HR practitioners including those with direct or related responsibilities for driving the talent agenda in their organisation.

Upon successful completion of this programme, graduates shall be able to:

- Understand the potential of integrating your company's infrastructure of HR assessment, planning, and development tools.
- Explain how to align your company's people with the current and future needs of the organisation by placing employees in positions that maximize their value.
- Identify and develop highly qualified backups for key positions, which are critical to organisational continuity.
- Allocate resources to employees based on actual and/or potential contribution to organisational excellence.
- Explain how to build all your HR disciplines on the "building blocks" of organisational competencies, performance appraisal, and forecast of employee/manager potential.
- Determine how to enhance employee performance through coaching, mentoring, constructive dialogue, and feedback.
- Describe powerful reward systems that support different talent management strategies.
- Articulate how to create a talent management system to significantly improve your organisation's return on its HR investment.

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 - Human Resource Development - 36 Hours

This module provides learners with knowledge and skills for human resource development functions. Through a project/assignment, learners will develop and acquire the necessary skills and expertise. The module includes an overview of People Developer programme.

- **The Training Process and Theories**
 - How do adults learn?
 - Theories of learning and instruction
 - Training implication of business challenges, strategies and goals

- **Approaches and Techniques to Training Needs Analysis**
 - Purpose of training needs assessment/analysis
 - Training needs assessment process
 - Identifying training needs
 - Determining needs

- **Set Training Objectives and Design Training Programmes**
 - Role of objective development in training
 - Process for developing objectives
 - The programme design process
 - Analyzing the training requirement

- **Planning and Resource Requirements**
 - Why HRD resource allocation?
 - Planning programmes to address specific needs
 - Resource requirement
 - The components of basic training cost

- **Implementing and Monitoring Training Programme**
 - Implementing & monitoring
- **Evaluation of Training Effectiveness**
 - Purpose of evaluation
 - Four levels of evaluation
- **The People Developer Programme and Future Trends in HRD**
 - Benefits of being a people developer
 - The components of people developer
 - People developer process
 - Application processes
 - People developer assistance programmes

Module 3 - 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 4 - Talent Management: The Key to Organisational Sustainability - 30 Hours
(Processes, Practices, Tools and Activities)

This intellectually-rewarding module is based on applied research and contemporary practices. It has a strong applications-based format depicting the Processes, Practices, Tools and Activities for corporate planners, Human Resource Managers and Talent Management Executives who need to serve as Internal Consultants or Change Catalysts, tasked to provide a talent solution that will unleash the maximum potential of human creativity and productivity to meet the new business challenges their organisations are facing.

- **The basics of Talent Management**
- **Talent Management Processes and Activities**
- **External and Internal Drivers impacting on Talent Management**
- **Talent Management and Organisational sustainability**
- **Talent Alignment and Development**
- **Measuring and Monitoring Talent Management Effectiveness**
- **Rewarding and Recognising Talent**
- **Trends and Leading Practices in Talent Management**

Module 5 - Talent Management: Effective Implementation of Talent Management Programmes - 30 Hours

This module will help learners to design talent retention programmes and activities that boost employee engagement and performance, as well as create and sustain business excellence in your organisation.

- **Overview of talent management programmes**
- **Assessing strengths and weaknesses in retention strategies**
- **Employee Engagement and Retention**
- **Training and developing your talent pool**
- **Manager's role in developing talent and improving retention**
- **Coaching & Mentoring Talent for Results**
- **Leadership Development and Succession Management**
- **Evaluate new talent programme and measure the return on investment**

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

Course Duration

- 6 months; 168 training hours
- 5 modules
- Lessons are conducted on Friday evening (7pm - 10pm) and/or weekend (full day; 9am - 5:30pm)

Assessment Methods

Candidates are assessed by assignments and written examinations 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 Talent Management will be awarded by SHRI Academy upon successful completion of the programme and graduates may use the title "PGDipTM" after their names.

Advancement

PGDipTM 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 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
12 th	6 January 2012	23 December 2011
13 th	3 February 2012	20 January 2012
14 th	16 March 2012	2 March 2012
15 th	20 April 2012	7 April 2012
16 th	1 June 2012	18 May 2012
17 th	6 July 2012	22 June 2012
18 th	3 August 2012	20 July 2012
19 th	14 September 2012	31 August 2012
20 th	25 October 2012	11 October 2012
21 st	7 December 2012	23 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