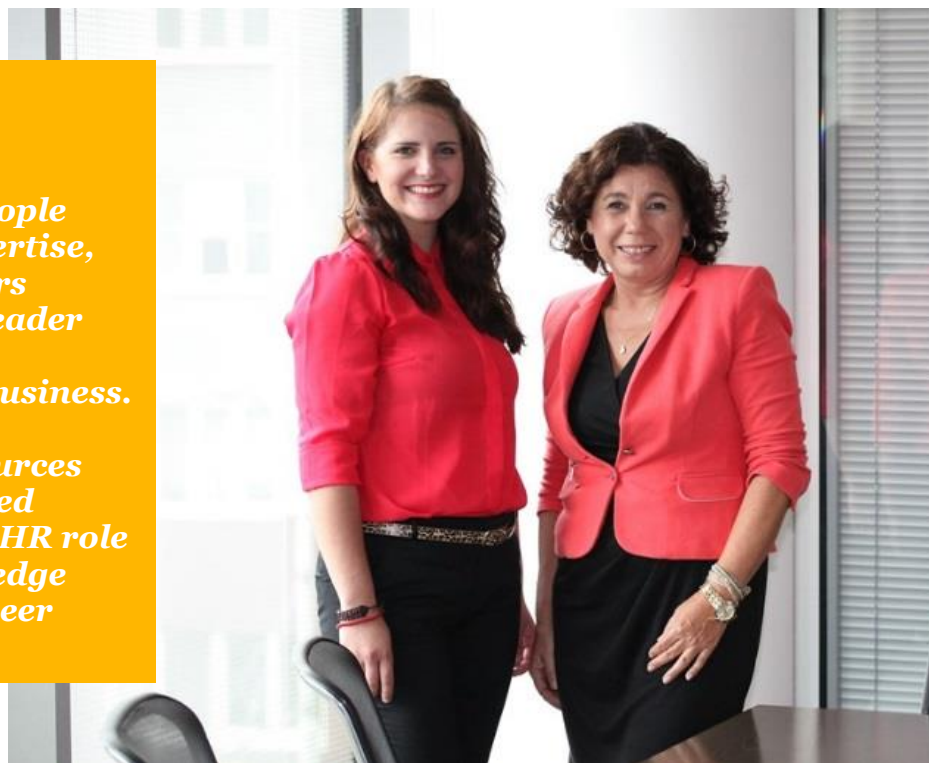# *CIPD Certificate in Human Resources Practice*

CIPD - The Chartered Institute of Personnel and Development is an internationally recognised professional body for HR and people development. Through their expertise, research and more than 100 years of experience they act as a real leader and knowledge hub for building the ability to lead people in the business.

CIPD Certificate in Human Resources Practice (CHRP)) is recommended for those who are working in an HR role and wish to develop their knowledge and skills, and enhance their career with a CIPD qualification.

CHRP with The Academy

- The core areas of HR are covered.

- Interactive delivery programme which encourages networking with fellow students and uses case studies to explore key concepts.

- The latest HR research and insights is referred to in the programme materials and Virtual Learning Environment (VLE).

- The program is assessed via a combination of reports, essay style assessments and skills observations.

- The programme is delivered in the English language.

- Personal tutor support is available throughout the programme.

- The Academy has the CIPD Centre of Excellence status for the Academies in the CEE region.

Module I (2 days)

Developing Yourself as an Effective Human Resources Practitioner

- Understand the knowledge, skills and behaviours required to be an effective HR practitioner, whether the role is generalist or specialist.

- Learn how to deliver timely and effective HR services to meet organisation's needs.

- Be able to reflect on own practice and development needs and maintain a plan for personal development.

Understanding Organisations and the Role of HR

- Understand the purpose of an organisation and its environment.

- Understand the structure, culture and function of an organisation.

- Understand the role of HR operations within an organisation and how HR activities can support the organisation.

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CIPD Certificate in Human Resources Practice - CHRP

Module II (3 days)

Managing, Recording, Analysing and Using HR Information

- Understand what data needs to be collected to support HR practices (data accuracy), data management in all areas of HR.
- Learn how HR data should be recorded, managed and stored (manually or electronically) and its legal implications.
- Be able to interpret and analyse HR information and present findings clearly and accurately to support decision making.

Preparing and Designing Learning and Development Activities

- Understand the factors that can influence and affect the design of learning and development activities.
- Understand the different methods and resources to support learning and development activities and the relevant merits of each.
- Know how to design learning and development activities.

Module III (2 days)

Resourcing Talent

- Introduction to the resourcing and talent planning process, understanding the factors that affect an organisation's talent planning, recruitment and selection policy.
- Identify appropriate recruitment and selection methods and benefits of attracting a diverse workforce.
- Writing job descriptions, job advertisement process, shortlisting, face-to-face or telephone interviews, job offers and rejection letters.
- Good practice in employee induction and retention.

Module IV (2 days)

Supporting Good Practice in Performance and Reward Management

- Understand how motivational theories and associated tools can be used and can have a positive impact on the business objectives.
- Good practice related to performance management reviews and the role of financial and non-financial benefits, determinants of reward decisions.
- Learn how to conduct and reflect upon a performance review.

Contact

Vanda Šinková
The Academy CIPD CoE Leader
+421 911 400 719
vanda.sinkova@sk.pwc.com

Martin Šalgo
Sales Representative
+421 2 59350 156
martin.salgo@sk.pwc.com

www.pwcacademy.sk

facebook: AkademiaPwCSlovensko
LinkedIn: PwC's Academy Slovakia