

CIPD Certificate in Human Resource Practice (CHRP)

[Training Registration link](#)

CIPD qualification helps you develop key HR Knowledge and skills, and gives you professional recognition in the workplace

The qualification is recommended to those who are...

Interested in acquiring basic skills and knowledge in HR area. This qualification prepares HR generalists with high level of professionalism.

On completion of the Certificate you will...

- Understand what factors make an impact on organization's resourcing and talent planning activities.
- Understand the purpose and processes of effectiveness performance and reward management and the role of human resources in promoting and supporting established practice.
- Find out how HR activities support your organization's strategy and help it achieve its business objectives.

Why PwC Academy?

The only accredited provider in Georgia, the tutors of which have professional practice in extensive experience in conducting the trainings, teaching over 3000 delegates per year in different areas of expertise including HR management.



135 000 members all over the world



PwC is a partner of **CIPD** in a sphere of implementing the qualifications of beginner and middle level in Central and Eastern Europe.

Programme structure

Module I (3 days)

How to become effective professional in a sphere of HR management (2 days)

- Understanding the knowledge, skills and behaviors 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 users' needs;
- Be able to reflect on own practice and development needs and maintain a plan for personal development.

Structuring the function of HR management (1 day)

- Understanding the purpose of an organization and its operating environment;
- Understand the structure, culture and functions of an organization;
- The role of HR operations within an organization and how HR activities can support the organization.

Module II (4 days)

Recording, usage and analysis of HR information (1 day)

- Understand, what data needs to be collected to support HR practices (data accuracy), data management in all areas of HR (planning, recruitment, selection policy, performance and reward management, absence management, disciplinary and grievance procedures);
- Learn how HR data should be recorded, managed and stored (manually or electronically) and its legal implications;
- Be able to interpret and analyze HR information and present findings clearly and accurately to support decision making.

Recruitment (2 days)

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

Change within Organizations (1 day)

- Identify main factors that must be considered in the change process and understand, why organization need to change – internal and external factors;
- Understand the impact of change on employees and the role of HR, analyze how people respond to change;
- Learn different ways of managing change.

Module III (3 days)

Performance and Reward Management (2 days)

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

Personnel training and development (1 day)

- Analysis of needs in training and its impact on the process of studying design, and also other factors that influence on training and development construction;
- Principles of programs forming on the basis of rational principles of training construction;
- Factors that make an impact on studying construction;
- Methods and resources for training support.



Tutor



Jan Stepan, M.A. - The preparatory courses are led by CIPD qualified professionals, who already have extensive experience in introducing HR topics and its practical application. With the course, you will receive study materials developed by CIPD and PwC experts and full support from the tutors.

- Masters degree in Economics of International Trade and European Integration from a consortium of top European Universities (Antwerp, Belgium; Lille, France and Prague, Czech Republic)
- Certified coach and CIPD trainer
- Jan has served on PwC's Partner Admission Committees both in CEE and UK.

✓ Training Price

Module	Date	Cost in GEL excluding VAT	CIPD Award
Module I	April 17-19, 2019		CIPD Award on covered units
Module II	June 3-6, 2019		CIPD Award on covered units
Module III	August 7-9, 2019		CIPD Award on covered units
Full package	April 17-19, 2019 June 3-6, 2019 August 7-9, 2019	8,100 GEL	1. CIPD Certificate in Human Resource Practice (CHRP) 2. Associate professional membership
Venue: PwC Academy in Georgia Time: 09:00 – 17:00 Language: English <i>*Training material developed by CIPD Enterprises Ltd and PwC specialists is available in English only.</i>			