



PROFESSIONAL QUALIFICATIONS IN

HUMAN RESOURCE MANAGEMENT



OVERVIEW

There are no formal entry requirements for this course. Professional Qualification in Human Resource Management is open to all – from school leavers to graduates and employees who want to increase their knowledge and skills in human resource management. However, it may be of particular interest to:

- **HR Managers:** Individuals responsible to deal with HR issues and administration of a business.
- **University Students:** A university student considering placements, careers in HR management.
- **Independent Learners:** Someone with general interest in human resource management.





COURSE CONTENT

Level 4

- 01 The Practice of HRM
- 02 Organization
- 03 Factors Affecting Employee Behaviour
- 04 Learning and Development
- 05 Human Resource Planning
- 06 Recruitment
- 07 Selection
- 08 Monitoring and Managing Performance
- 09 Reward Management
- 10 Employee Relations
- 11 Welfare, Health and Safety
- 12 Equal Opportunities
- 13 Talent Management
- 14 Career Development
- 15 HR Analytics
- 16 International HRM

Level 5

- 01 Changing Nature of Human Resource Management
- 02 Strategic HR Management and Planning
- 03 Organization/ Individual Relations and Retention
- 04 Legal Framework of Equal Employment
- 05 Managing Equal Employment and Diversity
- 06 Jobs and Job Analysis
- 07 Recruiting in Labor Markets
- 08 Selecting Human Resources
- 09 Training Human Resources
- 10 Talent Management and Development
- 11 Performance Management and Appraisal
- 12 Total Rewards and Compensation
- 13 Variable Pay and Executive Compensation
- 14 Managing Employee Benefits
- 15 Risk Management and Worker Protection
- 16 Employee Rights and Responsibilities
- 17 Union/Management Relations



COURSE CONTENT

Level 6

- 01 The Role of Human Resource
- 02 Developing and Implementing Strategic HRM Plans
- 03 Diversity and Multiculturalism
- 04 Recruitment
- 05 Selection
- 06 Compensation and Benefits
- 07 Retention and Motivation
- 08 Training and Development
- 09 Successful Employee Communication
- 10 Managing Employee Performance
- 11 Employee Assessment
- 12 Working with Labor Unions
- 13 Safety and Health at Work
- 14 International HRM



Course Duration:

Level 4 : 3 Months
Level 5 : 5 Months
Level 6 : 6-7 Months



Local Certification:

Professional Qualification
attested by Qatar Chamber of
Commerce and MOFA



International Awarding Body:

Level 4
International Qualifications
Network (IQN) UK

Level 5 & 6
OTHM Qualifications UK



SAMPLE CERTIFICATE


مركز ايكون للتدريب الإداري
ICON
TRAINING CENTRE
CENTRE FOR EDUCATION & TRAINING

CERTIFICATE OF COMPLETION

This is to certify that

[Redacted Name]

has successfully completed

Professional Qualification in HUMAN RESOURCE MANAGEMENT LEVEL 4

Course Organized By Icon Training Centre, New Salata, Qatar
From: June 20, 2022 To: October 17, 2022
(36 Contact Hours)
ITC/HRM4-B37/10200

[Signature]
Manager,
Icon Training Centre

[Seal]
المجلس الأعلى للتعليم
SUPREMS EDUCATION COUNCIL

[Seal]
مركز ايكون للتدريب الإداري
ICON TRAINING CENTRE
C.R.No 54632





ICON PAVES THE WAY.

Icon Training Centre (ITC) is established to advance the competence and career aspirations of working professionals. ITC has been recognized for its quality service and academic excellence which has helped in forming the country's most successful individuals in various industries. This aims to play the role of a valuable learning partner of working professionals through structured learning pathways made possible by the unique combination of practical industry knowledge integrated with general management skills. ITC is dedicated to meet the educational needs of working professionals and prepare them to realize business and career opportunities.

Build your future with ICON — and let your dream find its direction.

CONTACT US



Villa Number 83, Zone 40,
Street 964, Al- Maahad street,
New Salata, Doha, Qatar



info@icontrainingcentre.qa

