

COURSE ADMINISTRATOR

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Human Resource Management Competencies (HRMC)

**A Six-Week Course by
IBA, University of Dhaka**



**Institute of Business Administration (IBA)
University of Dhaka**

BACKGROUND & COURSE OVERVIEW

Being the premier business school of the country, Institute of Business Administration (IBA) has been playing a vital role in enhancing the effectiveness of businesses in different industries. Considering the significance of cutting edge knowledge and skills in every industry, IBA, University of Dhaka is offering a Six-Week certificate course on 'Human Resource Management Competencies (HRMC)'. Any manager with responsibility of managing staff requires an understanding of the basics of Human Resource (HR) best practices in order to get the best out of the team, and to avoid employment legislation pitfalls. All operational line managers have varying degrees of involvement in HR related activities and it is crucial that they operate following the best contemporary practices and comply with legislations. This course is designed to give the participants an in-depth knowledge of HR so they can contribute to their business's success by managing/utilizing staff in efficient and effective way. In general, the course seeks to enable participants to explain and apply the basic principles, tools, and techniques of the human resource management. Specifically, the course will explain the fundamental concepts of HR, job description, HR planning, recruitment, interview process, performance appraisal, compensation management, motivation, work life balance, managing diversity issues, conflict management etc.

WHO IT IS FOR

Managers of every level need to understand HR if they are to play an active role in achieving the objectives of their organizations. However, not every manager needs the same level of skill and understanding in the arena of HR. A good knowledge of the key concepts of prudent HR management should equip all managers with the knowledge they require. Therefore, this course is a perfect one for the line managers who are involved in any stage of the employee life-cycle from pre-recruitment to post-termination as well as key employment legislation affecting the employer-employee relationship.



BENEFITS FROM THE COURSE

After completing the course, participants will be able to:

- acquaint with a range of generic HRM tools, techniques and templates that can be customized and applied to your own specific work environment;
- explain the key stages of the employee life-cycle and the associated underpinning legal obligations of employers and rights of employees;
- identify how HR contribute to organisational success;
- maintain healthy employee relations; and,
- identify means of establishing employee performance standards and subsequently monitor and review that performance.

ELIGIBILITY CRITERIA

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree in any discipline; and,
- Minimum 2 (two) years of work experience with reputed organization/s (work experience can be relaxed for exceptional candidates).

APPLICATION PROCEDURE

Candidates fulfilling the above requirements should apply using the prescribed 'Application Form' available at www.iba-du.edu. Completed applications are to be submitted at MDP Office, Room# 402 (3rd Floor), IBA, University of Dhaka.

ADMISSION & COURSE FEES

Eligible candidates will be called to appear before an interview board for selection. Each selected applicant has to pay total Tk. 25,000/- as course fees and the payment is to be made in bank draft or pay order in favor of 'MDP, IBA, DU'.

CLASS SCHEDULE

The course will be taught over six weeks (afternoon/evening only). A total of 12 classes will be held and duration for each class will be 3 hours. Classes will be held at IBA premises during weekend (Fridays and Saturdays).

ASSESSMENT & CERTIFICATION

The course assessment will be done through individual and group assignments, case studies and examinations. On successful completion of the course, participants will be awarded a certificate issued by IBA, University of Dhaka. As the course is gradually build up from foundation knowledge in early sessions to applications in alter classes, participants should ensure that they do not miss any class. At least 70% attendance is needed as minimum for successfully completing the course.

KEY RESOURCE PERSONS

The resource persons for the program comprise faculty members from IBA, University of Dhaka and other reputed business schools of Bangladesh. Leading HR professionals from the industry will also conduct business sessions.