



Information Sheet

Short Programme ICB Human Resource Management and Labour Relations

About the Short Programme

Human Resources are an important key to management of an organization's workforce or human resources. It is responsible for the attraction, selection, training, assessment and rewarding of employees. This programme will assist the learner in learning essential skills on their road to becoming a human resources manager.

Who should attend this Programme?

- Human resource employees who want to further their careers in human resources management.
- People who are already working in the human resource offices and want to get a formal qualification.
- Business owners or managers that would like to update their HR knowledge

Admission Requirements

- Grade 11 or equivalent.
- English Literacy and comprehension is essential.

Programme Outline

- Introduction to HRM
- Strategising, structuring and planning
- Recruiting potential employees
- Selection and appointment of an employee
- Placement and Induction
- Performance Management
- Compensation Management
- Health and Safety in an organisation
- Career Management
- Organisational behaviour (OB)
- Human resource development
- Employment Relations
- LRA – Collective Bargaining & dispute resolution

Duration

The programme duration is 50 hours and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays. Please enquire at your nearest campus.

Certification

Upon successful completion of the short programme, the student will receive a **Short Programme Certificate in Human Resource Management and Labour Relations** (non-credit bearing) from Centurion Academy.

Further studies

Higher Certificate in Business Administration NQF L5
Higher Certificate in Human Resource Management NQF L5

