

HRD - HUMAN RESOURCE MANAGEMENT

HRD 100 Demonstrate knowledge and skills for Management and Organizations (4-0-4)

This module provides a comprehensive overview of the knowledge and skills related to management and organizations that encompass the functions, responsibilities, and skill of managers in business operations, as well as the processes of planning, decision-making, and organizational structure within the business environment that helps in the understanding of how businesses operate and creates foundation for HRM excellence.

HRD 101 Build basic understanding of Human Resource Management (4-0-4)

This module aims to provide learners with the knowledge and skills required to understand the basic components of Human Resources Management.

HRD 102 Apply business communication skills in Human Resource Management (4-0-4)

This module aims to provide learners with the knowledge and skills required to excel in business communication skills tailored for Human Resource Management contexts. Students learn verbal, non-verbal, and interpersonal communication techniques, as well as email, presentation, and phone skills, enhancing their ability to effectively engage with employees, stakeholders, and clients. Through practical exercises, students will develop the necessary communication proficiency vital for success in HRM roles.

HRD 103 Develop your professional identity in the age of AI (4-0-4)

This module aims to provide learners with the knowledge and skills required to shape their professional identity amidst advancements in AI and navigating the field of HRM in this era. Through sessions on CV writing, local career opportunities, and familiarization with online platforms like LinkedIn and job portals, learners gain practical skills to navigate today's job market effectively. By fostering awareness of diverse career support resources, participants are equipped to adapt and thrive in an AI-driven professional landscape. It will also assist the career aspirants to achieve their care

HRD 104 Develop an understanding of the principles of organization behaviour (2-2-4)

This module aims to provide learners with the knowledge and skills required to identify personalities in the workplace, understanding work cultures, and discussing types of power, influence, and impression management for positive impact and seamless work experience. Students will gain insights into how individual behaviors, group dynamics, leadership styles, and communication processes shape organizational culture, diversity, equity, and innovation, ultimately contributing to sustainable competitive advantage.

HRD 105 Develop office management skills (4-0-4)

This module aims to provide learners with the knowledge and skills required to navigate office environments efficiently. Office Dynamics and Human Resource Management are key in preparing students for professional success. Topics include office procedures, meeting management, utilization of office technology, team leadership, conflict resolution, and exploring different management styles. Through practical exercises, participants develop essential skills to excel in diverse office settings.

HRD 106 Demonstrate an understanding of document requirements in the office environment (2-2-4)

This module aims to provide learners with the knowledge and skills required to equip learners with the necessary skills and knowledge to effectively manage document requirements within an office environment. By the end of this module, participants will understand the significance of adhering to document standards, demonstrate proficiency in formatting documents, and apply efficient document management techniques. Through practical exercises and real-world examples, learners will develop the competence needed to handle various types of office documents efficiently and accurately.

HRD 107 Apply UAE employment laws (2-2-4)

This module aims to provide learners with the knowledge and skills required to get a basic understanding of UAE law, focusing on labour relations and labour law, with examples from the UAE and GCC. It covers contemporary issues in labour-management relations and provides an overview of employment contract development.

HRD 108 Apply Ethics & CSR (Corporate Social Responsibility) in HRM Practices (2-2-4)

This module aims to provide learners with the knowledge and skills required to address ethical and legal complexities in HRM practices cross industries. The course focuses on identifying common ethical dilemmas, integrating CSR into HRM strategies, understanding legal compliance, and promoting ethical leadership among HR professionals.

HRD 130 Apply comprehensive workplace skills 1 (0-4-4)

This module aims to provide learners with the knowledge and skills necessary for effective human resources in the workplace. Through practical application in a work environment, learners will engage with key HR principles and practices.

HRD 200 Apply health, safety and wellness techniques for employee wellbeing (2-2-4)

This module aims to provide learners with the knowledge and skills required to get foundational insights into occupational health, safety, and employee well-being within the context of human resource management. Students will explore specific issues such as office-based risks and sedentary work habits, as well as psychological hazards like workplace stress, bullying, and shift work challenges. Additionally, the course covers essential principles of human factors, ergonomics, workplace health initiatives, and return-to-work programs. At the end of the module, students will develop a working kno

HRD 201 Demonstrate performance management practices (2-2-4)

This module aims to provide learners with the knowledge and skills required to support the design and implementation of employee performance management systems. It covers both theory and real-world practices. By the end of the module, students will know how performance management systems work and what makes them effective. In addition, they will learn about modern methods used in performance management to stay competitive in today's global market.

HRD 202 Apply training practices (2-2-4)

This module aims to provide learners with the knowledge and skills required to equip students with a foundational comprehension of training practices and how they work in different workplaces. Students will learn about training basics, methods, and approaches, understand how they work in real situations, and use them to create effective training programs that meet organizational goals while meeting the needs of different learners.

HRD 203 Design compensation and benefits (2-2-4)

This module aims to provide learners with the knowledge and skills required to effectively understand compensation and benefits in real-world organizational settings. By the end of this module, learners will comprehend the fundamentals of compensation and benefits.

HRD 204 Develop personal career plan (2-2-4)

This module aims to provide learners with the knowledge and skills required to effectively plan and develop their careers, while also understanding the organizational context. By the end of this module, learners will comprehend the fundamentals of career planning, identify various career interventions such as coaching and mentoring, understand different career theories, and apply these concepts to their own career development plan.

HRD 205 Explore Digital Human Resources Management. (2-1-3)

This module aims to provide learners with the knowledge and skills required to introduce students to the digitization of Human Resources (HR). Students will explore how digital technologies are transforming HR practices and impacting businesses. Specifically, students will learn about Human Resource Information Systems (HRIS) and their basic concepts, advantages, and future trends. By the end of this module, students will be equipped with foundational knowledge and practical skills to navigate the digital landscape of HR management effectively.

HRD 206 Discuss ethics, sustainability, and innovation in a VUCA business world (2-2-4)

This module aims to provide learners with the knowledge and skills required to apply Ethics, Sustainability, and Innovation contribute to success in a rapidly changing business world. Students will gain insights into how these elements interact and impact organizational resilience and competitiveness in a VUCA (volatility, uncertainty, complexity, and ambiguity) business world.

HRD 207 Design Capstone Project with Industry focused solutions (2-2-4)

This module aims to provide learners with the knowledge and skills required to solve any relevant industry-based project problems for an authentic learning experience.

HRD 230 Apply comprehensive workplace skills 2 (0-4-4)

This module aims to provide learners with the knowledge and skills necessary for effective human resources in the workplace. Through practical application in a work environment, learners will engage with key HR principles and practices.

HRD 231 Apply comprehensive workplace skills 3 (0-4-4)

This module aims to provide learners with the knowledge and skills necessary for effective human resources in the workplace. Through practical application in a work environment, learners will engage with key HR principles and practices.

HRD 232 Apply comprehensive workplace skills 4 (0-4-4)

This module aims to provide learners with the knowledge and skills necessary for effective human resources in the workplace. Through practical application in a work environment, learners will engage with key HR principles and practices.

HRD 233 Apply comprehensive workplace skills 5 (0-4-4)

This module aims to provide learners with the knowledge and skills necessary for effective human resources in the workplace. Through practical application in a work environment, learners will engage with key HR principles and practices.