



# POST GRADUATE CERTIFICATE IN **HUMAN RESOURCE MANAGEMENT**

## Batch

Four

## Duration

1 Year

## Classes

Admissions Open

## Class Days/Timing

Tuesdays and Fridays 7:30 pm to 9:00 pm IST



# ABOUT THE PROGRAMME

Navigating the Human Resources (HR) field is rewarding and complex. As HR roles transition from traditional administrative responsibilities to more strategic positions, professionals are increasingly required to provide valuable insights and hold significant influence at the decision-making level.

The Post Graduate Certificate in Human Resource Management at IIM Shillong is designed to equip HR specialists and leaders with the necessary skills to understand and implement effective business strategies. This will empower them to drive organizational success, enhance workforce engagement, and adapt seamlessly to the dynamic corporate environment.

Participants of this programme will gain the ability to:

- ◆ Utilize HR management strategies to foster organizational growth.
- ◆ Implement effective training and development strategies that align with corporate goals.
- ◆ Craft and execute robust talent acquisition strategies to build a competitive workforce.
- ◆ Boost levels of employee engagement and satisfaction.
- ◆ Align compensation structures with the organization's objectives and employee performance.
- ◆ Identify and track Key Performance Indicators (KPIs) that support business and HR functions.
- ◆ Develop essential leadership competencies required for HR professionals to succeed as business partners.
- ◆ Strategically align HR practices with overall business objectives to drive the company's strategy forward.

This programme is specifically designed to develop the technical and behavioral competencies that HR professionals need to excel in their careers and make a substantial impact in their organizations.



# PROGRAMME HIGHLIGHTS



## GET DUAL CERTIFICATES

Opportunity to earn a certificate of completion from IIM Shillong & certificate of participation from SHRM India.



## GAIN STATUS OF EXECUTIVE ALUMNI

Opportunity to gain Executive Alumni status of IIM Shillong.



## EXPERIENCE THE CAMPUS

Opportunity to visit IIM Shillong Campus for programme conclusion and Valedictory function.



## BUILD DOMAIN EXPERTISE

Understand the current trends and learn skills required in HR areas basis knowledge framework offered by SHRM, the largest global body of HR professionals.



## STUDY WHAT IS RELEVANT

Gain exposure to critical and implementable HR skills like working through a succession planning model, applying motivation techniques, creating an HR strategy implementation plan and diagnosing organization's maturity level in terms of HR analytics etc.



## LEARN THROUGH PRACTICE

Benefit from practical case study based learnings, devising implementation strategies and peer to peer interactions.



## EARN SHRM CREDITS

Earn up to 40 Professional Development Credits (PDCs) toward SHRM-CP and SHRM-SCP recertification.



## SHRM MEMBERSHIP

Upon enrolment to this programme, get 1 year's membership of SHRM, absolutely FREE.

# PROGRAMME SYLLABUS

## MODULE 1 - HUMAN RESOURCE DEVELOPMENT

- ♦ Human Resource Development Strategic Connection
- ♦ Assessing Organizational Needs
- ♦ Learning Methodologies
- ♦ Career Development
- ♦ Leadership Development
- ♦ Coaching

## MODULE 2 - TALENT ACQUISITION STRATEGY AND SUCCESSION PLANNING

- ♦ Talent & Organizational Connection
- ♦ Employment Branding
- ♦ Recruiting
- ♦ Sourcing & Targeting
- ♦ Interviewing
- ♦ Evaluation & Selection: Psychological Testing and Assessment
- ♦ Onboarding
- ♦ Succession Planning

## MODULE 3 - STRATEGIC WORKFORCE PLANNING

- ♦ Understanding the Need for Workforce Planning
- ♦ Determining Stakeholder Engagement
- ♦ Supply and Demand Analysis
- ♦ Gap and Solution Analysis
- ♦ Implementation and Evaluation

## MODULE 4 - EMPLOYEE ENGAGEMENT AND RELATIONS

- ♦ Understanding Your Organization
- ♦ Employee Engagement
- ♦ Employee Relations

## MODULE 5 - TOTAL REWARDS

- ♦ Introduction to Compensation
- ♦ Legal Concepts that Impact Compensation
- ♦ Designing a New Compensation Structure
- ♦ Implementing, Administering, and Maintaining a Compensation System
- ♦ Compensation Communication
- ♦ Incentive Pay
- ♦ Compensation for M&A and International Assignments

## MODULE 6 - HR ANALYTICS

- ♦ Introduction
- ♦ What to Measure and How to Collect Data
- ♦ Analyzing Data and Interpreting Results
- ♦ Modelling for HR
- ♦ Human Capital Maturity

## MODULE 7 - YOUR ROLE AS HR BUSINESS PARTNER

- ♦ Performance Expectations for HR Business Partners
- ♦ Internal Consulting Skills
- ♦ Business Acumen
- ♦ Align Projects with Strategic Direction
- ♦ Leadership Skills for HR Business Partners

## MODULE 8 - EMERGING HUMAN RESOURCES LANDSCAPE

- ♦ Understanding Organizational Strategy in a Digital World
- ♦ Formulating an HR Strategy for Future
- ♦ Creating and Executing an HR Implementation Plan



# PROGRAMME FEATURES

## ◆ LIVE AND SYNCHRONOUS LEARNING

Live and synchronous instructor led classes imparting interactive and real time learning from eminent faculties and industry experts as applicable.

## ◆ CONVENIENT CLASS SCHEDULE

Live classes are scheduled to suit working professionals.

## ◆ DUAL CERTIFICATES

Upon successful completion of this programme, participants have the opportunity to earn 2 certificates from IIM Shillong and SHRM India respectively.

## ◆ EARN SHRM PDCS

Earn up to 40 Professional Development Credits (PDCs) toward SHRM-CP and SHRM-SCP recertification upon completion of this programme.

## ◆ PRACTICE BASED LEARNING

Gain practical knowledge through case study discussions, class exercises, individual or group activities and peer to peer interactions.

## ◆ EXECUTIVE ALUMNI STATUS

Participants successfully completing the programmes have the opportunity to gain Executive Alumni status of IIM Shillong.

## ◆ LEARN FROM THE BEST

Lectures imparted by eminent faculty from IIM Shillong.

## ◆ ON CAMPUS VISIT

Make an optional visit to IIM Shillong campus to attend programme conclusion and valedictory ceremony.

## ◆ ACCESS TO RECORDED SESSIONS

Subsequent to the live synchronous classes, participants can request "On Demand" access to the recorded session.

## ◆ SHRM MEMBERSHIP

All participants of this programme will also get 1 year's membership of SHRM, absolutely FREE.



# PROGRAMME FACULTY



## ROHIT DWIVEDI

Chairperson- MDP, Certificate Programme & Consultancy & Associate professor, Ph.D, University of Allahabad

Dr. Rohit teaches Organizational Behavior and Human Resources. His interest is in Consulting and Understanding Psychopathology of Organizations Memetic Analysis of Narratives; Organizational Change and Corporate Social Responsibility; Social Change and Development.



## ASHUTOSH MURTI

Assistant Professor, Ph.D., Tata Institute of Social Sciences, Mumbai

Dr. Ashutosh holds Master of Philosophy and Doctor of Philosophy from School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai and has more than 10 years of experience in Teaching, Consulting, Management Development Programme and Research. Prior to joining IIM Shillong, he was working with Administrative Staff College of India, Hyderabad, and Tata Institute of Social Sciences as Assistant Professor.



## SITANSHU SEKHAR DAS

Assistant Professor & Chairperson-Executive PGP, Ph.D. (IIT Kharagpur)

Dr. Sitanshu Sekhar Das is working as an Assistant Professor in Organizational Behavior and HR and holds a Ph.D. in Management from the Indian Institute of Technology Kharagpur. He was a UGC Research Fellow from 2013 to 2018 and has an M.Phil. degree in Personnel Management and Industrial Relations (2013).

Dr. Sitanshu has over six years of teaching experience and has been teaching Organizational Behavior, Human Resource Management, Human Resource Development, and Research Methodology courses at the postgraduate level.



## PRIYA ALAT

Assistant Professor, Coordinator EQUIS & Chairperson Public Relations, Ph.D., IIT Kharagpur

Dr. Priya Alat is working as an Assistant Professor in Organizational Behavior and HR and holds a Ph.D. in Management from the Indian Institute of Technology Kharagpur. She was a UGC Research Fellow (2013-2018) and has a Post Graduate Diploma in Management (2012).

Dr. Priya teaches courses such as Human Resource Management, Reward Management, Individual Dynamics and Leadership, Competency-Based HRM, and Research Methodology at the postgraduate level.

# ELIGIBILITY

- ◆ **For Indian Participants** – Graduates from a recognized university (UGC/AICTE/DEC/AIU/State Government) in any discipline.
- ◆ **For International Participants** – Graduation or equivalent degree from any recognized University or Institution in their respective country.
- ◆ **Minimum of 1 year of professional work experience**

# PROGRAMME FEES

**TOTAL PROGRAMME FEES**

**INR 2,00,000/- + GST**

## OPTION 1

Make the full payment of INR 2,00,000 + GST upfront.

## OPTION 2

Pay INR 40,000 + GST at the time of registration and avail a loan on the remaining INR 1,60,000 + GST.

## OPTION 3

Make payments as per the Instalment structure provided below.

## INSTALMENT SCHEDULE

| Instalments  | Fees in INR    | Fees in INR | Payment Due Date        |
|--------------|----------------|-------------|-------------------------|
| Instalment 1 | Rs.40000 + GST | USD 800     | At time of Registration |
| Instalment 2 | Rs.40000 + GST | USD 800     | 25.01.25                |
| Instalment 3 | Rs.40000 + GST | USD 800     | 10.05.25                |
| Instalment 4 | Rs.40000 + GST | USD 800     | 10.08.25                |
| Instalment 5 | Rs.40000 + GST | USD 800     | 10.11.25                |

# JOB OUTLOOK



OVER 1.5 LAKH JOB OPENINGS



AVERAGE SALARY OF 7-20 LAKHS PER ANNUM



NUMBER OF JOB OPENINGS FOR HR IS EXPECTED TO GROW BY ALMOST 10% OVER 1 LAKH JOBS IN A YEAR

# CAREER PROSPECTS IN HR



- ◆ HR is amongst the top domains in generating jobs. HR is an industry agnostic domain and offers abundant career opportunities regardless of the industry or size of an organization.
- ◆ Career growth prospects are especially favourable for HR professionals with experience in compensation and benefits, large scale recruitment, employee engagement, social media and HR analytics.
- ◆ HR Tech industry India is worth about \$3.6 billion and is expected to grow 25% in the next 5 years.

# SALARY TRENDS IN HR



- ◆ Freshers with no experience can expect to start at a salary of about Rs.4.5 Lakhs per annum. The average salary for a Human Resources (HR) Manager is about Rs.7 Lakhs per annum.
- ◆ Middle level HR professional with 6-8 years of experience can expect to earn Rs.30-35 lakhs per annum.
- ◆ HR Heads of small to medium-sized organizations with about 10 to 15 years in metro cities receive an average salary of Rs.80-85 Lakhs. HR Heads of large organizations, especially based out of metro cities typically expect to earn upwards of Rs.1.5 Cr. Per annum.

# TYPES OF JOB ROLES



- ◆ Compensation & Benefits Manager, Benefits Administrator, Compensation Specialist, Payroll Manager
- ◆ HR Generalist, HR Business Partner, HR Executive, Employee Relations Manager
- ◆ Recruitment Manager, Talent Acquisition Head, Executive Recruiter
- ◆ HR Business Analyst, HR Information Specialist, Senior HR Analyst
- ◆ Learning Head, Learning and Development Manager, Training Lead
- ◆ HR Operations Manager, HR Shared Services Head, HR Consultant
- ◆ Head HRM, HR Director, VP HR, Chief HR Officer (CHRO)

# ABOUT IIM SHILLONG

## THE SEAT OF KNOWLEDGE THE HEART OF TRANSFORMATION



The Indian Institute of Management Shillong, is a public, fully- autonomous business school located in the state of Meghalaya, India. Established in 2007 with the aim of providing quality management education in the north-eastern part of the country, IIM Shillong is the seventh IIM in India and has quickly risen to the ranks of a premier institution, thanks to its record of academic excellence, unique and innovative curriculum, and industry-oriented programmes .

Openness to new ideas, constant experimentation and intellectual freedom are the hallmarks of the institute of learning. IIM Shillong also promotes sustainability, which is also reflected through its annual international conference on sustainability. The institution offers postgraduate, doctoral and executive programmes in management education, across different specializations. The institute also offers programmes relevant to the needs of the local community and the state. IIM Shillong aims to create a body of responsible leaders who focus on sustainable business models.

IIM Shillong is a diverse and inclusive body, which attracts talents from different fields. It's also a member of AACSB and EFMD Global- Accreditation bodies for business schools and business school programmes.





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Indian Institute of Management Shillong



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