

Associate Professional in Human Resources – International™ (aPHRi™)				
Number of segment	Duration of segment	Training content	After the training, the participant will be able to/ have knowledge of: (learning objectives):	Techniques and methods of work
		Topics to be covered in each segment		
1.		Check-in & welcome Introducing participants & trainer Introduction to the training	<ul style="list-style-type: none"> <li>understand the goals of the training</li> </ul>	
HR Operations (33%)				
2.		Human Resource Management	<ul style="list-style-type: none"> <li>handle administrative tasks</li> <li>help organization to meet their goals based on HR system</li> <li>understand HR practice</li> <li>establish personnel policies and ensure compliance with labor laws</li> <li>lead process of HR Audit</li> <li>understand and follow mission, goals, and strategies</li> <li>understand process of Environmental Scanning</li> <li>handle SWOT analysis</li> <li>tell pro and cons of different strategies</li> <li>understand different Organization Structures and Cultures</li> <li>know all parts and functions of</li> </ul>	Participants and trainer input, discussion, feedback, self-reflection, exercise and simulation
3.		Strategic Management		
4.		Organization Culture		
5.		Organization Structure		
6.		HR Organization		
7.		Business Functions		
8.		Business HR Issues		
9.		Work Flow Analysis		
10.		Job Analysis, Design and Classification		
11.		Personnel Management		

12.		Employee Communication and Policies	<div>HR organization</div> <ul style="list-style-type: none"><li>• know all parts and functions of business</li><li>• support the organization's business vary according to their level of involvement and the nature of the business operations.</li><li>• analyse work flow</li><li>• collect and analyse information about jobs</li><li>• understand existing and plan new jobs</li><li>• do administrative record-keeping function, at the operational level</li><li>• know what make employee Communication and Policies better</li><li>• use, store and collect data that is important to HR function</li><li>• use HRIS</li></ul>	
13.		Employee Records Management		
14.		HR Data		
15.		Human Resource Information System (HRIS)		
Recruitment and Selection (22%)				
16.		Human Resource Planning	<ul style="list-style-type: none"><li>• do forecasts of Labor Demand and Supply</li><li>• set Goal and Strategic Planning</li><li>• implement and Evaluat the HR Plan</li></ul>	
17.		Alternative Staffing		

18.		Diversity and Inclusion in Workplace	<ul style="list-style-type: none"><li>• uses alternative recruiting sources</li><li>• create an environment in which everyone is empowered to develop, to contribute, and to succeed</li><li>• understand benefits of leadership</li><li>• understand Purpose of Recruitment</li><li>• understand steps of Recruitment Process</li><li>• know Sources of Recruitment</li><li>• use Recruiting Metrics</li><li>• understand steps of selection process</li><li>• kow how to correct make a selection of candidates</li><li>• make job description</li></ul>	Participants and trainer input, discussion, feedback, self-reflection, exercise and simulation
19.		Workforce Recruitment		
20.		Workforce Selection		
Compensation and Benefits (15%)				
21.		Total Reward and Pay Design	<ul style="list-style-type: none"><li>• implement total reward system and know four main part of it</li><li>• analyse Retirement and Investment Plans</li><li>• make work/life programs and services to support the well-being</li></ul>	
22.		Legal Requirements for Pay		

23.		Pay Level, Job Structure, and Pay Structure	<ul style="list-style-type: none"><li>• of employees</li><li>• understand how to make pay design</li><li>• tell how job structure defines the difference in pay level</li><li>• implement laws and regulations for pay policies and practices</li><li>• know how to respond to market and labour forces</li><li>• tell differences between Remuneration and Compensation</li><li>• set performance-related pay system</li><li>• set recognition programs</li><li>• know which employee benefit is the best for each employee</li><li>• organize the compensation of employees for the hours that have been worked</li><li>• make sure that company payroll policies and system adhere to employment laws</li><li>• follow payroll process and do payroll audit</li></ul>	Participants and trainer input, discussion, feedback, self-reflection, exercise and simulation
24.		Incentive Pay and Employee Benefits		
25.		Individual and Group Performance Pay Plans		
26.		Work-Life Balance (WLB) Programs		
27.		Payroll Administration		
HR Development and Retention (10%)				
28.		What is Performance Management?	<ul style="list-style-type: none"><li>• understand process of identifying, executing, evaluating, and developing the performance</li></ul>	

29.		Performance Planning and Monitoring	<p>of the human resources in an organization</p> <ul style="list-style-type: none"> <li>• lead the process for identifying and communicating the organizational and individual goals expected of the employee</li> <li>• know performance standards</li> <li>• implement Management by objectives process</li> <li>• follow objective achievement and organizational citizenship behaviour</li> <li>• evaluate the performance of employees and to understand the abilities of a person for further growth and development</li> <li>• clarify position responsibilities, priorities and performance expectations</li> <li>• plan training</li> <li>• estimate training needs</li> <li>• set plan for Training Program Development</li> <li>• implement training program</li> <li>• observe employee development and career progress</li> <li>• set stages in employee career development</li> </ul>	<p>Participants and trainer input, discussion, feedback, self-reflection, exercise and simulation</p>
30.		Performance Appraisal and Development		
31.		What is Training and Development?		
32.		Training Plan and Needs Assessment		
33.		Training Design and Program Development		
34.		Training Implementation and Evaluation		
35.		Employee and Career Development		

### Employee Relations, Health, and Safety (20%)

36.		Employee Turnover and Retention	<ul style="list-style-type: none"> <li>implement numerous practises to ensure best performers to stay and encourage worst to leave</li> <li>name and describe different types of Employee Turnover</li> <li>use different types of Employee Survey</li> <li>analyse and report data from Employee Survey</li> <li>promote positive employee relations</li> <li>promote diversity and inclusion</li> <li>implement numerous ADR techniques to resolve problems</li> <li>correctly implement workforce reduction</li> <li>manage and deal with job-related behaviour</li> <li>reduce absenteeism</li> <li>know procedure of termination employee's contract</li> <li>lead activities related to Employee Off-boarding</li> <li>manage risk in workplace</li> <li>ensure Employee Safety and Health standards</li> <li>implement measures that ensure security of people, property and information</li> <li>ensure workplace privacy</li> <li>set Emergency Action Plans</li> </ul>	<p>Participants and trainer input, discussion, feedback, self-reflection, exercise and simulation</p>
37.		Grievance Management		
38.		Alternative Dispute Resolution		
39.		Employee Separation		
40.		Workforce Risk		
41.		Employee Safety and Health		
42.		Security Management		