chrmp

CPD

Continuing
Professional
Development

CPD MEMBERSHIP

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MEMBERSHIP

About CPD Membership

"Let's go invent tomorrow rather than worrying about what happened yesterday." Steve Jobs

CPD is inventing the tomorrow of human resource & talent management by levering the power of continuous learning.

CPD is a lifelong career partner with resources, tools, knowledge bank, updates, expert interactions, best practises sessions, panel discussions, HR literature releases, mentorships & by creating a community of members from across the globe with an aim to support your professional growth.

CPD membership helps HR leaders and professionals build new skills, solve challenges, enhance business outcomes & grow in their respective careers by bringing in forward-thinking human capital practices.

CPD strives to support individuals throughout their career life cycle by enriching them and keeping them updated with what's changing in field of Human Resource Management.

With our research team continuously creating content that keeps you ahead in the race, our career planners & mentors help you carve the right path.

Our resource centre and valuable downloads section help you with save time & invest it where it matters. The best practises Sessions keeps you updated with how HR best practises are being applied in different industries & in different parts of the globe.

Our community engagements, panel discussions, expert speak sessions & alumni meets keeps you abreast with latest & helps you be part of a global HR Community.

Continuous Professional Development is based on the proven CHRMP competency framework which aims at overall development of an HR Professional, making them a thought leader in the field of human resource management.

Come be part of this exciting journey.

CHRMP Competency Framework

Times are changing, and all industries, inclusive of the HR function, are experiencing a shift in the norm.

CHRMP has designed a competency framework specifically for the HR professionals to keep pace with the changing times. These are mission critical competencies that an HR Professional need to develop for exceptional career growth.

This framework is divided into 4 main domains - Domain Excellence, Workplace Proficiency, Business Acumen and Technological Efficacy.

These four domains represent the capabilities that you need to build to stay relevant, grow & be the in-demand HR Professional.

HR professionals need to learn these competencies in order to drive the organisational & HR departments plan and execute HR functions efficiently. Focus on these four areas will ensure overall development of any HR Professional.

Those desiring to fast track their career in HR through investing in self, gain cutting edge knowledge & excel, would benefit immensely from the CPD membership based on CHRMP competency Framework.

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Section 1:
Masterclass Plan 2021-2022

Domain excellence is creating expertise in knowledge and understanding of the essential aspects of your field of interest. The HR domain has various functions and creating expertise in these domains is a prerequisite for having a successful career. Areas like talent development, HR Operations, policy Making, employee engagement, job analysis, compensation and benefits, managing and appraising performance, talent acquisition, competency Mapping, HRBP, organisational development, change management, etc..

Also new emerging areas of interest like HR Analytics, Metrics, Digital HR, Employee experience, Employer Branding, Culture, Employee Wellbeing, Gamification etc

HR professionals & leaders need to have a good understanding of HR as a whole. Different verticals even if specialised, interact & have an overlap with each other, having an understanding & knowledge of these functions is essential to your career growth.

CPD curriculum for Domain Excellence is an exciting mix of how Fortune 500 companies run there existing HR functions & also what exposure an HR professional needs for the decade ahead to face the challenges of future.

Balanced Scorecard

Today, businesses are strategising to be more efficient and productive. A Balanced Scorecard is being adopted by entities to balance and improve the performance of their various organisational units. Hence, HR professionals must be competent to utilise this tool to efficiently monitor comprehensive progress.

At the end of this session, participants would be able to:

Learning Outcome:

- Demonstrate an understanding of the conceptual framework of Balanced Scorecard
- Demonstrate an understanding of organization's strengths and weaknesses
- Demonstrate an understanding of organization's strategy
- Create an effective strategy map for his or her organization or department (optional)
- Create objectives, measures and targets for his or her team considering strategic themes
- Create effective measures (both lead measures and lag measures) for his team and team members
- Demonstrate an ability to cascade objectives and measures down the organization to his/her subordinates

Metrics and HR
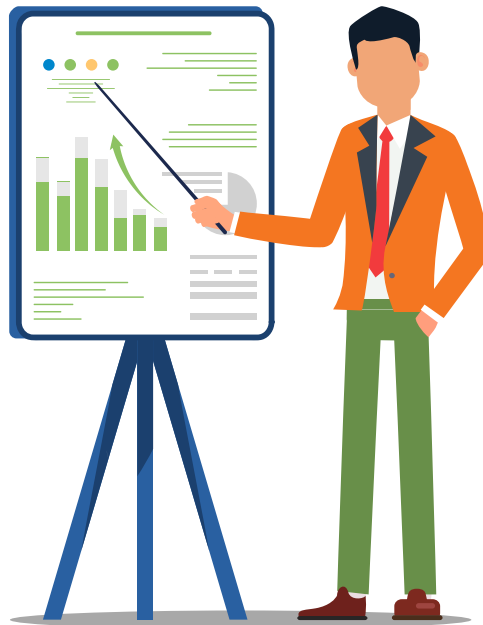
We will introduce you to the important concept of applying metrics to drive HR initiatives.

We talk about how metrics form an integral part of implementing HR Analytics & what are the most used metrics by organizations for better people analytics and driving data based decisions.

Learn the secrets of understanding and applying Metrics in HR Analytics and help business drive more predictable results. The sessions would cover:

Learning Outcome:

- Evidence Based HR
- Understanding Big Data
- How HR Analytics drives decisions
- Types of Metrics
- Structure of Metrics
- Application of Metrics

Job Evaluation

Comparing the worth of different roles in an organisation to realise their respective relevance is the primary focus of job evaluation. This is pivotal in constructing an equitable pay structure that will proportionate to the skills and abilities.

It is thus imperative for HR professionals to understand this method for reducing pay variance and maintaining employee satisfaction within the organisation.

At the end of this session, the participants would be able to:

Learning Outcome:

- Define job evaluation
- List the features of job evaluation
- Explain the objectives of job evaluation
- Discuss the steps involved in job evaluation
- Use the various methods of job evaluation
- State the advantages and disadvantages of job evaluation

Diversity and Inclusion at Work Place

Organisations today boast of having diverse teams as it has been a branding tool lately. However, having diversity and aligning everyone to the organisational objectives is not a child's play.

At the end of this session, participants would be able to:

Learning Outcome:

- Explain diversity and inclusion
- Have conversations around diversity and inclusion
- Explain biases existing in the industry and the significance of D&I for HR professionals
- Discuss diversity in the context of organisation's goal achievement
- State the steps to build and manage diverse teams
- Discuss the different best practices used across the globe and implement the one suitable to your organisation

Objectives and Key Results
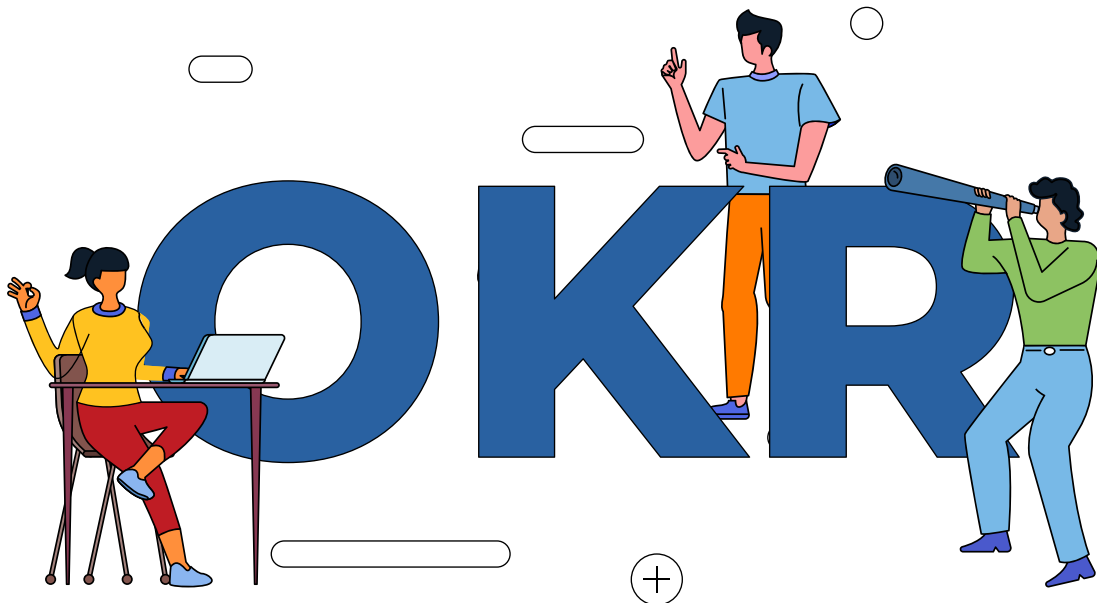
Goals set by an organisation paves the way for its future performance and growth. Objectives and Key Results as a collaborative goal-setting tool reinvigorate the process of assigning tasks and outcomes that produce exemplary results.

So, HR professionals must understand and implement this technique to drive organisational performance.

At the end of this session, participants would be able to:

Learning Outcome:

- Understand OKR
- Define the terminologies associated with OKR
- Write OKRs

Organisational Psychology

People and their relationships at work significantly affect the well-being of an organisation. Organisational psychology seeks to decipher these emotions to create a healthy work culture and enhance workplace productivity.

HR professionals must be able to apply the concepts of organisational psychology as they deal with employees and their occupational grievances.

At the end of this session, participants would be able to

Learning Outcome:

- Define organisational psychology
- Understand the growing importance of organisational psychology in the corporate framework

HR's Role in M&A

The Human Resource (HR) department plays a pivotal role in the process of merger and acquisition between two companies.

The series would give important inputs on:

Learning Outcome:

- Manpower Considerations
- Compensation and Benefits Harmonization
- Culture & Leadership Alignment
- Organization Re-Design and Resource Alignment
- Strategic Selection
- Understanding Valuation
- Creating an Integration Plan
- Implementation of HR Programs, Processes and Operations

Organisation Development

The world is changing fast! In this fast changing world, more than ever before, organisations have to prepare to respond to unforeseen circumstances at the quickest. Organisation development is about the balance between the employees and the business growth.

After this session, participants would be able to:

Learning Outcome:

- Explain Organisation Development
- List and state the different theories and practices in the field
- Assess the impact of change within the organisation
- Identify the apt intervention for organisation's situation
- Discuss the different group dyanamics theories
- Evaluate different OD interventions

International Labour Law

In the new Post Pandemic world, a Global remote workforce can evolve. For an HR knowledge & practical understanding of international labour law will be vital.

The series would give important inputs on:

- International labour standards
- Workers rights

Learning Outcome:
- Identifying and investigating cases of forced labour and trafficking
- International labour standards for judges, lawyers and legal educators
- Communicating labour rights

Employee Wellbeing

Emotional Wellbeing is of utmost importance in today's world. Companies along with their HR departments are trying their best to help employees and maintain their well being.

In today's world it becomes important for HR professionals to know what their employees need and also how to fulfill those needs.

At the end of this session, participants would be able to:

Learning Outcome:

- Understand the benefits of a wellbeing programme
- Create awareness regarding well being in your organisation
- Create strategies for well being initiatives
- Measure the effectiveness of wellbeing strategies

Assessment Centers

Selection process has been redesigned to accomodate the changing roles and designations in organisations.Assessment centers are one of such contemporary methods adopted in companies.

HR professionals must be able to utilise Assessment centers to select the right candidate for the right job.

At the end of this session, the participants would be able to:

Learning Outcome:

- Define assessment centers
- Understand the need for assessment centers
- Discuss the different types of assessment centers
- Discuss the process of conducting tests in these centers
- Describe the various types of tests used in the centers
- State the advantages and disadvantages of the assessment centers

Psychometric Tools for HR - MBTI

MBTI is among the most used psychometric tests. Organisations use it for different purposes from hiring, training, leadership development and a lot more.

At the end of this session, participants would be able to

Learning Outcome:

- Explain the history and development of MBTI instrument
- State the type theory of personality
- Use the MBTI tool to know your own type
- Explain the preferences and describe all sixteen personality types
- Identify the differences as common among all individuals

Psychometric tools for HR - DISC

DISC is a recognized model of people's behaviour that enables anyone to understand why they behave the way they do. It helps organisations hire the right people, improlve leadership competencies, and drive team's performance.

After attending the session, participants would be able to:

Learning Outcome:

- Explain the theory behind the DISC assessment.
- List the steps to administer the assessment
- Predict employees' job success behaviour
- Integrate the DISC instrument into different training interventions

Psychometric tools for HR - Firo-B

Firo-B is an instrument that helps individuals understand the personal needs of oneself and others. This makes it possible for them to improve the relationships with everyone within organisattions and outside.

This session would help participants to:

Learning Outcome:

- Explain the FIRO-B instrument and its applicability
- Assist teams and individuals become more effective by helping them create better understanding of their interactions
- Enable positive relationship building throughout their organisation

Employer Branding

Organizations use strategies to fortify their corporate image and presence. One such approach to increase their value proposition is Employer Branding.

HR professionals must be able to implement the ways of creating an employer brand that is reckoned by all.

At the end of this session, participants would be able to:

- Understand the concept of employer Branding
- Correlate the connection between employee engagement and employer Branding

Learning Outcome:
- Discuss case studies of organisations that created a vibrant employer brand
- Describe the methods of creating an employer brand
- Design innovative strategies to strengthen employer branding

Gamification
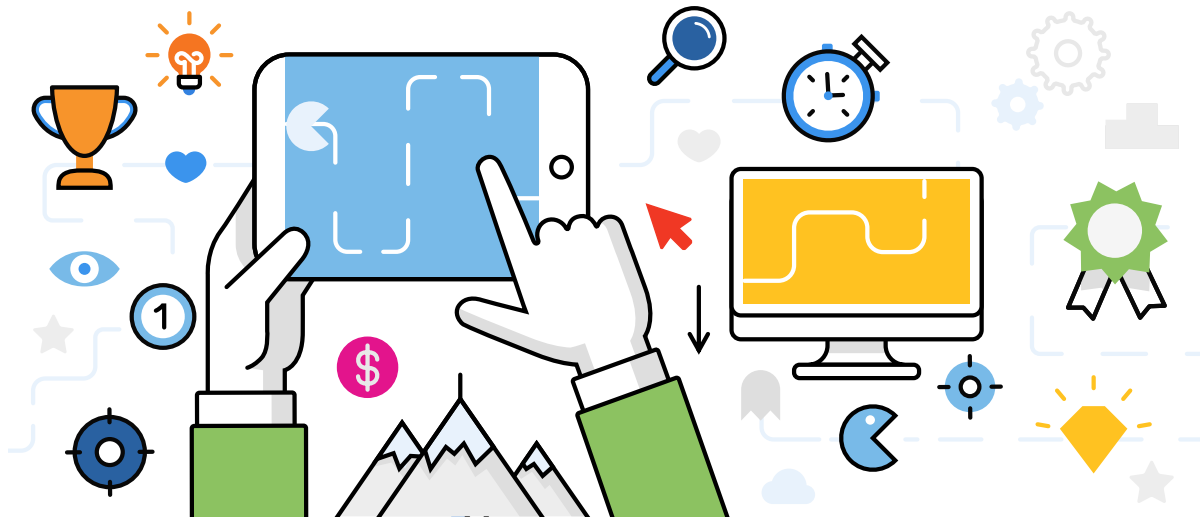
Enterprises across the globe are using innovative methodologies to engage their audiences during different training interventions. With the innovative technologies available currently, these activities have become easier to be practiced.

After the session, participants would be able to:

Learning Outcome:

- Explain gamification and its use
- Use gamification to make any training more engaging and entertaining
- Generate ideas about how gamification can be used in your organisation

Workplace Proficiency

Domain Excellence

Workplace Proficiency

chrmp®
CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

Technology Efficacy

Business Acumen

Workplace proficiency is the amalgamation of soft skills required to attain proficiency in a given workplace.

Soft skills are essential skill required for Human Resource Management. With emergence of business partner roles, HR has moved from traditional reporting to strategic planning. This strategic alignment & people management now involves focus on these skills much more than before. These skills being very visible it would be a clear differentiator for choices that organisations make. Built & mastered over a period of time, its important you start mastering it now. Workplace proficiency modules in CPD is an intelligent mix of understanding & applying these skills in real work situations, to help you gain the advantage you need.

Negotiation Skills

Organisations work with a diverse group of stakeholders. Every group has it's personal agenda dn organisations need to negotiate with all of them.

HR Professionals need to be able to successfully negotiate on behalf of the organisation and the employees.

At the end of this session, participants would be able to:

Learning Outcome:

- Understand the process of an effective negotiate
- Understand the various trade offs required for a win-win negotiation
- Be aware of the biases that affect a successful negotiation
- Create and use BATNA for negotiation

Building High Performing Teams

Today's world is all about collaboration. With high performing teams organisations can reach their highest potential.

HR has an important role to plan in training and developing people so that a culture of high performance can be established.

At the end of this session, participants would be able to:

Learning Outcome:

- Set up norms for a team
- Manage conflict with others
- Bridge the gap between where your team is and where it needs to be
- Handle group dynamics with emotional intelligence
- Understand how to apply all your learnings in a global environment

Effective Communication

Communication is important for anyone's professional success. Effective communication enables better sharing of ideas and information. This further leads to speeding up of the whole process and is important for organisation's goal achievement.

However, an effecctive communication takes conscious decision and effort. And different styles of communication might be more impactful in different sitiuations. Different types of messages might also need a different form of communication.

At the end of this session, participants would be able to:

Learning Outcome:

- Describe the whole communication process
- Explain listening as an important part of the process
- Use body language to make the communication more effective
- List and explain the different forms of communication
- Use paraphrasing and summarising to make the communication more effective

Executive Presence

Executive presence is having the mindset, confidence, and knowledge of a leader. Organisations need their leaders to have executive presence to be able to better lead the organisation.

HR professionals need executive presence to be able to covey ideas and get stakeholder buy in.

At the end of this session, participants would be able to:

Learning Outcome:

- Identify and leverage individual strengths
- Express yourself through confident body language
- Learn to combine communication and persuasion to become a better leader.

Business Etiquette

Etiquette has a great role to play in the current business environment as organisations are becoming increasingly global. Grooming leads to an attractive appearance creating a good first impression that is very essential for projecting professionalism to the clients and customers. It also boosts self confidence within the individual.

After attencding the course, participants will be able to:

Learning Outcome:

- Project professionalism in all business situations that create a lasting first impression
- Boose self confidence
- Demonstrate business manners while conducting all job duties
- Improve relationships through professionalism
- Create a professional presence through better dressing sense
- List the donts of basic etiquettes depending on varied cultures and traditions

Leadership

Leading effectively in any situation is required for professional as well as personal success. Today leaders must demonstrate an entirely different set of behaviours compared to a few years before. They pave way for future of the organisation.

After attencding the course, participants will be able to:

Learning Outcome:

- Explain different leadership styles and traits.
- Resolve conflicts with minimum negative impact on the people involved
- Meet business goals through collaborative teams
- Give and receive effective feedback from subordinates and seniors
- Apply the most suitable leadership style to resolve situations
- Motivate team members to create high performing teams
- Define their priorities and act accordingly
- Initiate difficult conversations and close it amicably

Critical Thinking

Critical thinking has emerged as a top skill in the corporate world. To be able to look at a situation and analyse it critically is what helps organisations thrive.

The HR professionals in such organisations need to develop their critical thinking and enhance their skill sets.

Learning Outcome:

At the end of this session, participants would be able to:

- Basics of Critical thinking- Logic and analysis
- Importance of brainstorming in the critical thinking process
- Importance of communication and feedback in the critical thinking process
- Barriers to Critical thinking and how to overcome them

Problem Solving

Everyone spends most of their time throughout lives in solving variety of problems, small and big. This makes it one of the most intellectually demanding tasks. Also, researchers have found that all successful problem solvers use similar line of steps to identfy solutions for their problems.

At the end of this session, participants would be able to:

Learning Outcome:

- Explain the term 'problem'
- Identify problem situations
- State the steps to solve a problem
- Apply the steps to solve a variety of problem situations
- Identify and discuss roadblocks in problem solving in a variety of situations
- Evaluate anticipated risks and weigh the solutions
- State how they will use the strategies to solve problems in their lives

Storytelling

The skill in storytelling is an in-demand skill in every profession today. It offers the indicidual to connect instantly with their audience. Also, when a person is able to craft engaging stories they can make any mundane description interesting and something peo[ple want to listen to. Stories can help trainers, salespeople, HR professionals, entreprreneurs do their jobs more effectively.

At the end of this session, participants would be able to:

Learning Outcome:

- Explain why stories enhance the quality of conversation and information sharing process
- Identify opportunities to share stories
- Give an engaging opening to the story
- Create dyanamic characters inside the story
- Exaggerate voice and body language elements to make the story more engaging

Collaboration

Simply put, Ethical behaviour is doing the right thing. Maintaining integrity, transparency, and fairness are important characteristics of ethical behaviour. Globally, the need for ethics in business is increasing. Customers and governments want organisations to do the right thing.

The HR department has always been for the people and thus HR professionals need to have high ethical standards.

At the end of this session, participants would be able to

Learning Outcome:
- Understand the need for ethics in business
- Know how rationalising hurts ethics
- How companies can do better
- Ethical laws in business

Business Acumen

Business acumen is the understanding of business disciplines that help in making business decisions

HR has moved beyond basic administrative functions to a result-oriented role. To succeed in this role its is essential to have a thorough understanding of how the business functions.

HR professional should know how the business runs, how projects are managed, how quality is ensured, what the business offers, the strategy of the organisation and also journey & goals ahead.

HR professionals need to align HR functions to the business so as to create competitive advantage for the firm. A strategic alignment of HR as a function with the organisational goals is only possible when HR professionals today have this expertise.

CPD modules of Business Acumen are designed to give HR professionals the competitive advantages of understanding business, systems, projects, quality, strategic planning & more.

Design Thinking

Design thinking is extensively used in the current business world to understand the customers, and generate a solution.

At the end of this session, participants would be able to

Learning Outcome:

- Explain design thinking and the design thinking framework
- Develop the thought process towards design thinking and innovation
- Apply the framework to solve problems with creativity
- Facilitate groups to brainstorm and generate creative solutions
- Use storyboard to share your design ideas
- Establish a plan that can be iterated to reach a solution

Future of work and HR

The changing nature of organizations and their employees pose a severe challenge to Human Resources. AI & ML are big disruptors and going to change the way Human Resource will function in future. If there is no viable future for the HR functions – HR professionals will inevitably be replaced by software. To be better prepared to carve a path and careers undersatdning of Future of Work and Human Resource connect is must.

The session will give inputs on:

Learning Outcome:

- Human Resources and Talent Management's future and predictions for the next decade
- Digital transformation of HR
- What the journey will look like ahead and what HR professionals should do now to stay relevant and make use of the opportunities that lie ahead in an era of technological disruptions
- Identify areas, designations, and work that would need attention
- The new areas of Workforce Scoping, Employee Wellbeing, Data & Analytics, Culture & Employee Experience
- The Evolving new Roles & their Job Descriptions

Project Management
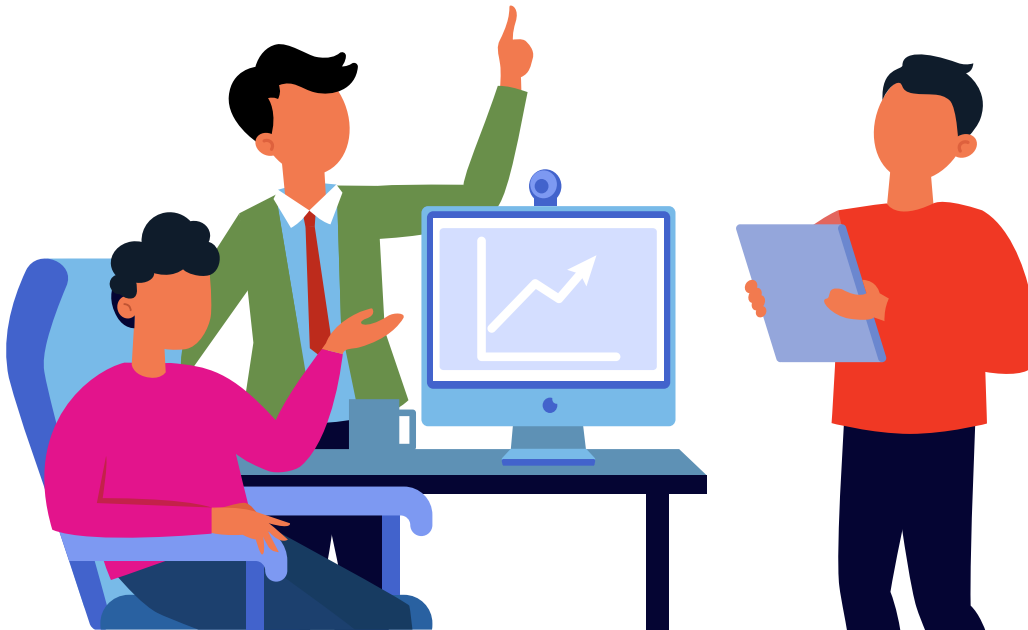
The ability to manage and complete tasks accurately on time is key to an organisation's efficacy. Project Management is the most preferred technique to track the progress of various assignments in an organization.

HR professionals must master this skill to improve the efficiency of resource utilisation, for which they are also responsible in an organisation.

At the end of this session, participants would be able to:

Learning Outcome:

- Understand the basics of Project Management
- Identify and select projects in an organisation
- Plan a project in the organisation
- Distribute resources optimally among projects
- Use the various tools for project management in an organisation

Creating success at HR Interviews

While there are many factors that affect the success of an individual in a job interview, candidates can be better prepared to face the interviews. HR interviews are used almost everywhere as a step to shortlst candidates and are considered very important in the whole selection process. While most candidates prepare well for the technical interviews, they often fail to do so for the HR interviews.

It has been found that the candidates get into one of the pitfalls while sitting for the HR interview.

At the end of this session, participants would be able to:

Learning Outcome:

- Explain the need for HR interview
- List the common pitfalls while sitting for interviews
- Prepare to handle difficult interview situations
- Face the HR interview with confidence

Six Sigma for HR Professionals

Organisations are endorsing means to boost the functionality of their business processes. Six Sigma provides an objective way of rationalising and improving the various activities in the entities.

HR Professionals must learn to integrate the Six Sigma process in the organisation to reduce defects and enhance productivity of its various units.

At the end of this session, the participants would be able to:

Learning Outcome:
- Understand the concept of Six Sigma
- Discuss the various Six Sigma process
- Implement the Six Sigma techniques in an organisation

Finance for HR Professionals

As an HR manager, you're expected to use financial data to make decisions, allocate resources, and budget expenses. But if you're like many human resource practitioners, you may feel uncertain or uncomfortable incorporating financials into your day-to-day work.

At the end of this session, the participants would be able to:

Learning Outcome:

- Understand Balancesheets & identify HR concern Areas
- Gain an understanding of accounting and finance basics
- Extend knowledge of cost control and the budgeting process
- Understand and apply key financial concepts, such as budgeting, strategic finance, and long-range planning
- Understand costs of specific programs and processes;
- Understand common statistical models.

Career Planning for HR Professionals

For an organisation to progress, it's important for the employees to have a clear vision of their growth in the organisation. Career planning in organisations provides this clarity.

HR professionals must be able to implement this process effectively to align the individual aspirations and organisational needs.

At the end of this session, participants would be able to

Learning Outcome:

- Define career planning
- Discuss the importance of career planning in organisation
- Describe the approaches in career planning
- Discuss the steps involved in career planning
- Understand the role of employees, managers and organisation in career planning

Corporate Social Resposibility

CSR is a very important mechanism to ensure that the global corporations share the onus of a better world that we live in.

At the end of this session, participants would be able to:

Learning Outcome:

- develop a deeper understanding of the CSR framework consisting of Directors, Foreign Holding Company, Independent Directors, Profit Calculation etc
- learn how to create CSR policy and CSR Report for their organizations
- analyze, implement, monitor and evaluate a project undertaken under CSR activity
- appreciate the process of Due Diligence required while selecting the implementing agencies
- analyze and evaluate the impact of their CSR activity taken by their organization

Creating a Lean Organisation

Customer satisfaction is the best way of understanding an organisation's commitment towards its customers. Lean organisations aim at transforming the enterprise capability to provide more value for its clients.

HR professionals must know the way lean organisations function to cater effectively to their customers' needs.

At the end of this session, the participants would be able to:

Learning Outcome:

- Understand Lean Organisations
- Discuss the principles of lean organisations
- Formulate plan to implement the lean principles in an organisation
- Apply lean transformation framework in an organisation

Strategic Thinking
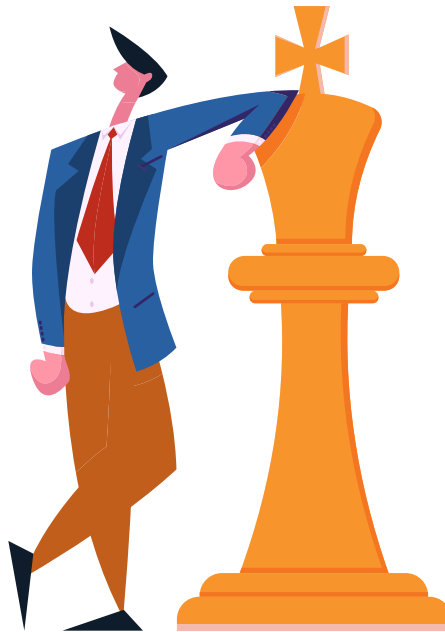
Strategic thinking is the art of using available resources to create competitive adb=vantage for the organisation. In today's VUCA world strategic thinking is a top skill required in every organisation

The HR department has also moved from an administrative role to a more strategic role. Thus HR professionals also need to be strategic thinkers

At the end of this session, participants would be able to

Learning Outcome:

- Convert long term strategy into actionable goals
- Align HR Goals and the vision of the organisation
- Understand the various metrics that drive organisational goals
- Future forecasting and developing plans

Change Management

We live in a volatile, Uncertain, Complex, Ambiguous world. And in this world it is important that organisations can learn and adapt in time.

HR professionals are change management agents and need to learn how to manage uncertainty

At the end of this session, participants would be able to

Learning Outcome:

- Understand how managing change will improve organisation outcomes
- Learn the process of change management and how to apply it
- Understand the different models of change management

Resource Management

Every business utilises resources to attain its organisational goals and objectives. Resource Management ensures that the organisation uses various resources efficiently to produce optimum results.

HR professionals must implement the methods of resource management to sustain growth and profitability in an organisation.

At the end of this session, the participants would be able to:

Learning Outcome:

- Understand resource management
- State the importance of resource management in an organisation
- Describe the methods of resource management

Business Ethics

Simply put, Ethical behaviour is doing the right thing. Maintaining integrity, transparency, and fairness are important characteristics of ethical behaviour. Globally, the need for ethics in business is increasing. Customers and governments want organisations to do the right thing.

The HR department has always been for the people and thus HR professionals need to have high ethical standards.

At the end of this session, participants would be able to

Learning Outcome:

- Understand the need for ethics in business
- Know how rationalising hurts ethics
- How companies can do better
- Ethical laws in business

It is the amalgamation of all technological knowledge and skills required for the new age HR professional

A common saying in business is that which gets measured, gets managed. When it comes to business, Data and technology have really changed the game. Previously unmeasurable things have now become measurable. Many businesses are now moving into a more data driven way of work.

The field of HR is also more data driven now & what helps us measure it is technology. Mastery in various software, tools & technologies are a must for any HR Professional today.

Having expertise in other facets like domain excellence, workplace proficiency, business acumen can be less use if you are not technologically brilliant.

CPD program design to ensure you are technology efficacious & master the technologies of now & future to have a robust career growth.

Google Suites

It's now much easier to collaborate for activities with the help of various apps provided under G-Suite. These alternatives to Microsoft products are available at no cost and thus make a great resource to use.

At the end of this session, participants would be able to

Learning Outcome:

- Use all Google applications without much difficulty
- List and use all features within Google sheets
- Collaborate with others and share the sheets for working together
- Use some tips and tricks to make it easier to operate on the sheets
- Work with formula to import and analyse data
- Design sheets to reflect trends
- Use Google forms
- Use Google calendar

HRIS

It has become the need of the hour for any professional to understand HRIS and its multitude of usage. And if you are into the Human resource department it is almost impossible to survive without knowing this technology.

At the end of this session, participants would be able to:

Learning Outcome:

- List different HRIS technologies available in the market
- use the different HRIS modules for smoother exchange of data and resources within the organisation
- Administer the employee data
- Manage employee attendance and leave records

Job Sites

Job sites are extensively used to find candidates for varied designations. Therefore, using job sites is one of the fundamental competencies expected of HR professionals.

Learning Outcome:

At the end of this session, participants would be able to:

- List the different job sites available
- Differentiate among the basic functionality and features of the job sites
- Differentiate between keyword search and Boolean search and the search methodologies
- Choose keywords and use Keyword search to find candnidates for various job roles
- Use Boolean serach to find candidates on job portals and other social media pleatforms
- Create mailers from the existing templates on job portals

Workday

Today technology is helping organisations diversify and scale to accommodate its growing business needs. Workday is one of the cloud based ERP software that seamlessly integrates all the business units within an organisation for their efficient functioning.

HR professionals must be able to use this tool to manage the various activities and requirements in their organisation.

At the end of this session, participants would be able to:

Learning Outcome:

- Use the Human Capital Management module
- Use the Talent Management module
- Use the Payroll and Workforce Management module

R

R is a free, open source tool that can be used for different types of visualisation in statistics. It is of extreme value in corporates as well as academia wherever there is a need for highly specific modeling. Oracle estimated over 2 million R users worldwide in 2012 itself and we are now in 2021. There is also much hype about the tool due to its applicabillity and novelty. People are flocking towards the course and is in much demand in the industry too.

Learning Outcome:

At the end of this session, participants would be able to

- Explain the core principles to work on R
- List the language fundamentals and syntax
- Create variables and loops to achieve different results
- Explain normal distribution
- Use it to work on a variety of datasets
- Visualise data in the best way possible
- Drive a variety of data insights

Using Online Tools

Technology seems to have taken over all aspects of businesses. HR is not left far behind in this process and so it is impossible to conduct the activities without using a variety of online tools that are readily available.

This training will allow the participants to:

Learning Outcome:

- List different online tools and explain their use
- Use the tools in the best possible way

ATS

Technology is fast changing the way HR functions in an organisation. Applicant Tracking System is one such example which integrates technology to streamline the recruitment process.

HR professionals must learn how to utilise this tool to make quicker and effective hiring decisions.

At the end of this session, participants would be able to

Learning Outcome:

- Understand what is Applicant Tracking System
- Discuss the different components of this system
- Use the system to understand how it works

Creating HR Dashboard

Dashboards help to maintain large amount of data and also to convert data into user friendly visuals. This module is a step by step process of developing a dynamic, interactive HR Dashboard. HR dashboard is a dynamic overview of the most important HR metrics in one place, here you will learn to build is both static, dynamic and interactive dashboard, you will also learn how to engage with data further to reveal more insights into your raw data.

At the end of this session, participants would be able to:

Learning Outcome:

- here you will learn to build is both static, dynamic and interactive dashboard
- you will also learn how to engage with data further to reveal more insights into your raw data.
- Prepare a compelling Human Resource Report that support strategic decision making
- Tables in excel, pivot tables & Charts, Pivot table tool
- Build an interactive Human Resource Dashboard
- Learn index designing and tab designing supported with interactive charts and graphs

Advanced Excel

Microsoft excel makes the life of not only HRs but every professional, easier. This is because one can perform a plethora of operations using this tool.

At the end of this session, participants would be able to

Learning Outcome:

- Create and format pivot tables
- Create cpmplex formula with advanced logic
- Launch complex pivot tables for the data set
- Design graphs and charts that can reflect required information
- Use macros to automate many of the tasks

Python
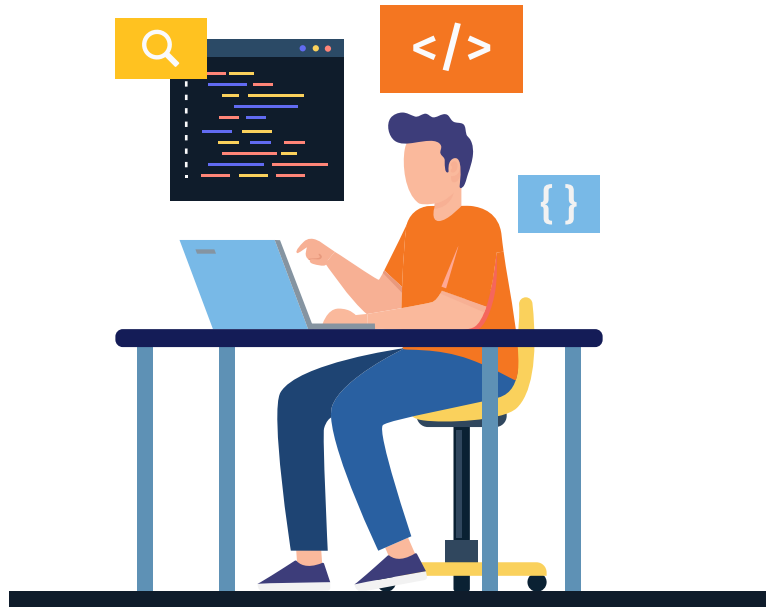
Python is a high level and very popular programming language. As businesses increasingly depend on, and use a variety of programming language to conduct complex functions, Python becomes an in-demand tool for all types of analytics professionals. Organisations produce immense amount of data and that data needs to be organised and filtered to deliver the maximum use.

This training will enable the participants to:

Learning Outcome:

- List the fundamentls of Python programming language
- Create your own Python programs
- Use Python for data analysis
- Deliver insights from the analysis for future HR and business strategy

Statistics

Statistics is an area of mathematics that studies and interprets data. Statistical techniques can enable organisations analyze and interpret data to make better decisions regarding the future of the business. Every organisatiion today wants to understand and interpret data for better insights about the future.

At the end of this session, participants would be able to:

Learning Outcome:

- Describe the fundamentals of statistics
- Calculate and correlate different statistical opperations
- Differentiate and use different forms of distributions
- Use statistics for calculating probability and probability distributions

HR Audit

The world is now using data in almost every field. Power BI is a tool to ease your way through reading and interpreting large quantities of data.

This training will allow the participants understand the Advanced Power BI techniques such as DAX Aggregate fjunctions, Chart design, graphics, etc.

At the end of this session, participants would be able to

Learning Outcome:

- Understand what is HR Audit
- State the purpose of HR Audit
- List the various HR Audits
- Create HR Audit checklist for different HR verticals

Power BI
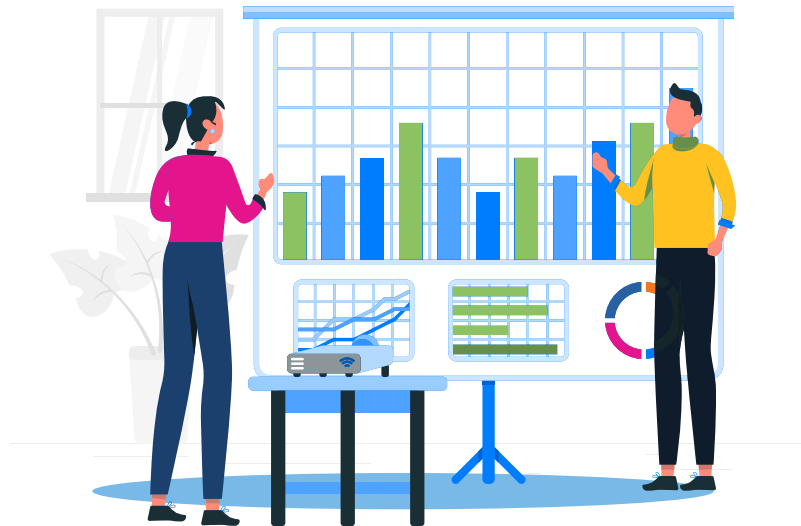
The world is now using data in almost every field. Power BI is a tool to ease your way through reading and interpreting large quantities of data.

This training will allow the participants understand the Advanced Power BI techniques such as DAX Aggregate fjunctions, Chart design, graphics, etc.

At the end of this session, participants would be able to

Learning Outcome:

- Explain the overview of Power BI software Differentiate Power BI from other similar tools
- Create data models on the tool
- Connect excel with Power BI for accurate reports
- Use DAX formula language to develop powerful calculations
- Explain dashboarding and reporting
- Use Power BI to generate high quality reports and easily understandable visualisation
- Conduct R integration for running scripts easily

Section 2:
Resource Hub Directory

CPD Resouce Hub

CPD brings to you the acclaimed Resource Hub, a knowledge hub for HR Professionals. you can rely on CPD Resource hub for expert talks, recordings, tools, policy designs, templates, documents etc to help you excel in your day-to-day role as an HR Professional.

With topics like Digital HR, Rewards & Recognition, Instructional Design, Mindfulness, Emotional Intelligence, NLP, C&B Planning, Managing Performance, MS Excel, Dashboards, Fun at Work, Employee Engagement, Business Communication, Leadership, Creating Reports, Policy Making, Employee experience, Future of Work etc, Resource hub has more than 200 Hours of recordings.

With valuable downloads you don't have to waste time in creating process related documents, as you can download policies, templates, excel sheets, trackers, tools etc helping you create process & systems being followed by top companies across the globe.

Whether you are a young HR professional or looking to advance your career in HR or an HR Leader who wants to manage teams & drive results , you can trust Resource hub to have all the information you need that will help you achieve your professional goals.

Topic: Introduction to Digital HR

Duration: 1:17:21   **Click to Watch: Link**

The world around us is fast changing. Organisations needs to change and adapt in order to survive. HR being the backbone of people systems in organisations too need to move with the changing times.

In this session, we will look at the following;

Learning Outcome:

- The evolution of HR till date,
- The demands imposed on HR due to changes,
- The crucial skillsets needed by HRs in in the digital world,
- What is Digital HR,
- Need for Digital HR,
- Strategy for Digital HR,
- Role of Leadership in Digital HR

Topic: Deeper Insights into Digital HR

Duration: 1:39:08

Click to Watch: Link

In order to understand the growing relevance of Digital Transformation of HR for achieving organizational excellence, It is imperative to study the field of Digital HR from different perspectives.

The Resource Hub video covers:

Learning Outcome:

- Goal of HR Digital Transformation
- Role of the HR Professionals
- Creating an HR Digital Strategy
- Challenges to the digital transformation of HR

Topic: Glimpses into Agile Management

Duration: 1:20:09   **Click to Watch:** [Link]

A concept inextricably linked to Digital HR is one of Agile Human Resource Management. The importance of Agile HR for a successful digital transformation of organizations cannot be over-emphasized. Agile HR is an important pillar on which the entire Digital HR rests.

The Resource Hub video covers:

Learning Outcome:

- Gartner's Survey findings and its recommendations for Agile HR
- A brief into Agile HR
- Difference between Traditional and Agile HR
- Challenges of the Traditional HRM
- The Agile Approach of Co-Creation
- Implementing Agile HR

Topic: Digital HR Strategy

Duration: 1:19:07

Click to Watch: Link

A robust digital HR strategy can be formulated when key considerations impacting it are duly analyzed. A decision based upon careful planning will ensure successful implementation and acceptance from the numerous stakeholders.

The Resource Hub video covers:

- Changing focus of Digital HR Strategy;
- Factors impacting Digital Strategy;
- Components of Digital HR Strategy
- Aligning Digital HR Strategy
- Selecting the Right Digital HR Solution

Learning Outcome:

Topic: An Introduction to Employee Experience

Duration: 1:25:59   **Click to Watch: Link**

Employee Experience the latest 'buzzword' in the field of HR has already generated a lot of interest and organisations after recognising its impact on employee engagement and productivity are now seeking ways of influencing it. This session is an introduction session to employee experience.

The Resource Hub video covers:

- The need for Employee Experience
- What is Employee Experience?

Learning Outcome:
- Elements of Employee Experience
- Dimensions of Employee Experience
- Employee Experience Vs Employee Engagement

Topic: Employee Lifecycle and Employee Persona

Duration: 1:17:20   **Click to Watch:** Link

Employee Experience the latest 'buzzword' in the field of HR has already generated a lot of interest and organisations after recognising its impact on employee engagement and productivity are now seeking ways of influencing it.

Organisations today are assimilating different approaches to enhance & improve their total employee experience.

The Resource Hub video covers:

- Employee life cycle
- Stages of Employee Life Cycle

Learning Outcome: • Understanding Employee Journey
- Employee Journey Mapping
- Creating Employee Persona
- Change agents/Drivers in EX

Topic: Design Thinking for Enhanced Employee Experience

Duration: 1:13:29   **Click to Watch:** Link

Employee Experience the latest 'buzzword' in the field of HR has already generated a lot of interest and organisations after recognising its impact on employee engagement and productivity are now seeking ways of influencing it.Organisations today are assimilating different approaches to enhance & improve their total employee experience.

The Resource Hub video covers:

- Employee life cycle
- Stages of Employee Life Cycle

Learning Outcome:
- Understanding Employee Journey
- Employee Journey Mapping
- Creating Employee Persona
- Change agents/Drivers in EX

Topic: Stages in Design Thinking

The latest buzzword "Employee Experience" has predominantly impacted almost every sphere of HR and is here to stay. As it's rightly being said, 'The future of HR is human'; most of the organisations today are aiming at enhancing their employee experience by applying design thinking model.

The Resource Hub video covers:

- Stages of design thinking model
- Empathy mapping

Learning Outcome:
- Creating Empathy Maps
- Business & Financial impact of EX
- Relationship between EX, EE & the business outcomes

Topic: Introduction to Total Rewards Model

Duration: 1:53:40   **Click to Watch: Link**

When it comes to organizations, this is a clear initiative to attract empoyees to work with them. The recognition employees receive, depends on the way they work and how they contribute the success of the business or the firm. Planning and implementing rewards and recognition structure is a matter of prime importance for any company.

The Resource Hub video covers:

Learning Outcome:
- Introduction to Rewards and Recognition Structure
- Importance of Rewards and Recognition
- Reward Management
- Motivation to employees

Topic: Employee Stock Options - Introduction

Duration: 1:36:09   **Click to Watch: Link**

An reward and recognition program is a program developed by companies to recognize employees for their contributions to the success of a business. Employee reward and recognition has been proven to improve organisational values, enhance team efforts, increase customer satisfaction and motivate certain behaviours amongst members of staff. This session is a continuation of last session.

The Resource Hub video covers:

Learning Outcome:
- Need for Rewards and Recognition
- Reward Management
- Motivation to employees

Topic: Employee Stock Options - Implementation

Duration: 1:43:19

Click to Watch: Link

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business. This session is in continuation of the last session.

The Resource Hub video covers:

Learning Outcome:
- Structure of the Rewards and Recognition programme
- Importance of Rewards and Recognition

Topic: Rewards Structure - Design Considerations

Duration: 1:55:20   **Click to Watch: Link**

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business.
This session is in continuation of the last session.

The Resource Hub video covers:

Learning Outcome:
- Structure of the Rewards and Recognition programme
- Importance of Rewards and Recognition

Topic: Creating Rewards & Recognitions - Quiz

Duration: 0:42:54   **Click to Watch: Link**

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business.This session is in continuation of the last session.

The Resource Hub video covers:

Learning Outcome: • Assessment on previous sessions

Topic: Creating Survey for Rewards

Duration: 1:55:56   **Click to Watch: Link**

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business.This session is in continuation of the last session.

The Resource Hub video covers:

Learning Outcome:
- Employee Surveys
- Reward and Recognition surveys

Topic: Rewards Structure - Planning Considerations

Duration: 1:27:09

Click to Watch: Link

Compensation is something that often is seen as the direct motivation for employees. Hence, keeping it in mind while designing the Rewards and recognition strategy is a must.

The Resource Hub video covers:

Learning Outcome:
- Right reward strategy
- Compensation factors

Topic: Driving Right Reward Strategy

Duration: 1:27:09

Click to Watch: Link

A reward and recognition programme must recognize what the employees need and what drives them. The strategy must keep multiple elements in mind.

The Resource Hub video covers:

Learning Outcome:
- Compensation factors as a reward strategy

Topic: Compensation & Reward & Recognition

Duration: 1:36:16

Click to Watch: Link

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business. This session is in continuation of the last session.

The Resource Hub video covers:

Learning Outcome:

- Benefits Planning
- Traditional concept of Benefits as a part of Rewards & Recognition
- New age benefits

Topic: Total Rewards Model - Personal Growth

Duration: 2:00:05

Click to Watch: Link

Personal growth plays a significant role in motivating employees. Total rewards strategy is built to inspire employees and includes Personal growth as a part of reward and recognition initiatives.

The Resource Hub video covers:

Learning Outcome:

- Personal growth as a part of Reward and Recognition strategy
- Personal growth through Performance management
- Personal growth through Talent Development
- Personal growth through Career progression

Topic: Total Rewards Model - Work Environment

Duration: 1:35:21   **Click to Watch: Link**

A reward and recognition programme is a special programme developed by companies to recognise employees for their contributions to the success of a business. HRs must reward employees well and at the same time build on organisational image or employee associations.

The Resource Hub video covers:

- Organisational image
- Work life balance
- Work environment as a part of Reward and recognition strategy

Learning Outcome:

Topic: Introduction to NLP

Duration: 1:37:48   **Click to Watch:** Link

NLP is a valuable and magical tool that gives us insights about human behaviour and how human brain works. It's often called a pseudo science and the corporate world has adopted it very happily since NLP promises outcome.

The Resource Hub video covers:

- Inner representational systems – modalities & sub-modalities
- Syntax of participants experience
- State Management
- Belief systems and their impacts

Learning Outcome:

Topic: How to Hire a Training & Development Vendor

Duration: 2:00:07

Click to Watch: Link

Training is an integral part of any organisation's strategy towards achieving their goals.. Many organisations don't have an internal training department and would often need to hire a training vendor. And that is where they will also need to choose one vendor from among hundreds of them in the industry.

The Resource Hub video covers:

Learning Outcome:

- Scope of work
- Vendor's role in training cycle
- Cost associated with training
- Basis of evaluating a vendor
- Kirkpatrick's levels of training evaluation

Topic: How to Conduct a Focus Group

Duration: 2:26:12   **Click to Watch: Link**

A Focus Group is a popular research technique used by organisations that provides us with qualitative data. It can be conducted as a standalone research method or as a part of triangulation where more than one research method is used . This is a research method led by a skilled moderator.

The Resource Hub video covers:

Learning Outcome:

- Purpose of focus groups
- Focus group questionnaire creation
- Focus group discussion

Topic: Writing Learning Objectives Using Bloom's Taxonomy

Duration: 1:37:14   **Click to Watch: Link**

Bloom's taxonomy is a classification system used to define and distinguish different levels of human cognition—i.e., thinking, learning, and understanding. It is used for aligning the training goals with all other activities that are a part of the training event.

The Resource Hub video covers:

Learning Outcome:
- Bloom's taxonomy and the verbs
- Learning objectives writing using the Taxonomy

Topic: Email Writing for HR Professionals

Duration: 2:07:58

Click to Watch: Link

Email communication is a unique form of communication that does not use either visual or vocal elements. And majority (55%) of the meaning is given by the visual part of the communication.

The Resource Hub video covers:

- Emails as a form of communication
- Different forms of communication
- Effective emails writing

Learning Outcome:

Topic: Learning Styles

Duration: 1:50:07   **Click to Watch: Link**

There is distinction between how people do things, how people learn and learning syles can accomodate or explain what those differences are.

The Resource Hub video covers:

Learning Outcome:
- Different learning styles
- Materials appropriate to the various learning styles
- Identification of own learning style

Topic: Learning Styles - 2

Duration: 1:46:07

Click to Watch: Link

Different learning styles account for the variations in people's learning. How each one of us receive, process and recall information is determined by our individual learning style.

The Resource Hub video covers:

Learning Outcome:
- What are Learning styles?
- Types of learning styles
- Training strategies
- Kahoot Quiz

Topic: Experiential Learning

Duration: 1:26:04   **Click to Watch: Link**

Experiential learning or learning through experiences is one of the preferred and most effective techniques of making any training intervention more impactful and user specific.

The Resource Hub video covers:

Learning Outcome:

- Kolb's model of experiential learning
- Application of the technique to actual learning interventions
- Kolb's model for different cases

Topic: Designing a Kirkpatrick L1 Form

Duration: 1:30:30   **Click to Watch: Link**

When we talk about training it is very important to measure the effectiveness of a training and trainers need to see evaluation is happening at all levels of the Kirkpatrick Model to see comments made at the start of the session were lived up to.

The Resource Hub video covers:

Learning Outcome:
- Explanation of Kirkpatrick L1 feedback
- Evaluation of a training program using the L1 feedback
- L1 feedback report

Topic: Designing a Kirkpatrick L1 Form - Part 2

Duration: 1:29:49   **Click to Watch: Link**

When we talk about training it is very important to measure the effectiveness of a training and trainers need to see evaluation is happening at all levels of the Kirkpatrick Model to see comments made at the start of the session were lived up to.

The Resource Hub video covers:

Learning Outcome:
- Explanation of Kirkpatrick L1 feedback
- Evaluation of a training program using the L1 feedback
- L1 feedback report

Topic: Designing an L2 Kirkpatrick Form

Duration: 1:18:25   **Click to Watch: Link**

Kirkpatrick Level 2 measures the degree to which participants acquire the intended knowledge, skills and attitudes as a result of the training.

The Resource Hub video covers:

Learning Outcome:
- Importance of measuring training effectiveness at L2 level
- Implementation of L2 of the Kirkpatrick's model
- Designing a L2 form

Topic: Calculating ROI for Training Intervention

Duration: 2:34:01   **Click to Watch: Link**

It is generally difficult to justify training budgets due to the challenge in calculating the ROI on training. Once the HR or a training department can prove the ROI to the organisation would readily spend on this area of employee development.

The Resource Hub video covers:

Learning Outcome:
- Return on Investment
- The challenges with ROI calculation
- Cost of any training event
- Explaination of the formula for ROI formula

Topic: Adult Learning Principles

Duration: 1:36:46

Click to Watch: Link

Adult Learning Principles provide an overview about applications to create result oriented learning solutions. Adult learning is the practice of educating adults to develop their knowledge or skills. Adult learning theory contains five key assumptions about adult learners.

The Resource Hub video covers:

Learning Outcome:

- Adult Learning Principles
- Application of adult learning principles for successful learning design.
- Applicability of adult learning principles in digital learning

Topic: Creating a Training Plan

Duration: 53:09

Click to Watch: Link

Training plans are the cornerstone on which the entire delivery of the training intervention depends.

The Resource Hub video covers:

Learning Outcome:

- Email Communication
- Time Management
- Presentation Skills
- Leadership skills

Topic: Managing Attrition - Cost & Rate Reduction

Duration: 2:10:55   **Click to Watch: Link**

Attrition or Employee Turnover has huge business impact for organisations. When left unmanaged, it can result in not only low profitability but also unwarranted closure of business operations.

The Resource Hub video covers:

Learning Outcome:
- Diagnosis of the problem of attrition
- Rate of attrition
- Costs associated with high attrition
- Strategies for reducing the attrition levels

Topic: Creating Exit Interview Form

Duration: 2:29:20   **Click to Watch: Link**

Exit Interviews are conducted to gather information from separating employees and play a critical role in creating a better work environment.

The Resource Hub video covers:

- What is en exit interview?

Learning Outcome:
- Information or questions to be included in a Exit Interview form
- Efficient Exit Interview Form Creation for an organisationR

Topic: Employee Grievance Handling

Duration: 2:16:46   **Click to Watch: Link**

Employees grievances are a major concern for every organisation because it can lead to challenges like dissatisfaction, attrition, absenteeism, low morale, demotivation etc. amongst employees. Organisations would be able to deal with these challenges efficiently with a proper employee grievance handling policy in place.

The Resource Hub video covers:

- Reasons for grievances

Learning Outcome:
- Procedures for handling different types of grievances
- Effective grievance handling policy

Topic: Five Engagement Activities to Run Virtually

Duration: 1:58:43   **Click to Watch:** **Link**

Virtual Engagement activities are the need of the hour. Learning events, orientation for new joiners, or a simple team building event could make use of any of these activities. And with proper learning outcomes assigned, facilitators and HRs can gain great benefit from them.

The Resource Hub video covers:

Learning Outcome:
- Engagement
- Initiatives to engage employees
- Engagement activities

Topic: Psychological Safety for Employees

Duration: 2:11:06

Click to Watch: Link

Psychological safety means an absence of interpersonal fear. When psychological safety is present, people are able to speak up with work-relevant content. Employees believe that psychological safety in the workplace is essential.

The Resource Hub video covers:

Learning Outcome:
- Proper communication techiniques
- Psychological Safety
- Psychological Uncertainty

Topic: Employee Engagement Surveys

Duration: 2:21:51   **Click to Watch: Link**

It is always important to know as an HR, what measures should be taken to roll out an Employee Engagement Survey in your organization. Employee Engagemnet surveys measures the degree to which employees are valued in an organization. Tracking is important to understand if employees are happy and planning to continue with the company in the long run.

The Resource Hub video covers:

- Pre-requisites for rolling out an Employee Engagemnet Survey
- Executing a Survey
- Collation, analysis, presentation, communication and re-using of survey data

Learning Outcome:

Topic: Managing absenteeism - Cost and Percentage Calculation

Duration: 1:26:12   **Click to Watch:** Link

Absenteeism is one of the biggest challenges facing organisations. Unless suitable strategies are adopted to manage absenteeism, it can nagatively impact an orgnisation's productivity.

The Resource Hub video covers:

Learning Outcome:

- Calculating Absenteesim rates
- Reasons and patterns for absenteeism
- Measures to reduce the absenteeism rate
- Effectiveness of the measures
- Costs associated with absenteeism

Topic: Stay Interviews in an Organisation

Duration: 1:41:10

Click to Watch: Link

Stay interviews are a paradigm shift to understand an individual's engagement level within the organisation and assist the efforts of the organisation to motivate its employees. HR professionals must therefore be able to employ this method to deal with the employee grievances pragmatically and resolve the same sensibly.

The Resource Hub video covers:

- Employee engagement and Ways of Measurement
- Stay interviews
- Preference of stay interviews over other methods of engagement evaluation

Learning Outcome:
- Purpose of stay interviews
- Feasible context for stay interviews
- Identification of the stakeholders involved
- Recognition of the right time to conduct stay interviews
- Strategy Designing for conducting an effective stay interview
- Questions to be asked in a stay interview

Topic: Pulse Surveys in Organisations

Duration: 1:48:50   **Click to Watch: Link**

Employee engagement is a crucial indicator of the contentment level in the organization. Of late, pulse surveys have become the popular methods of discovering the engagement level of employees. HR professionals must acquire the knowledge of the pulse surveys to implement these in their organisations.

The Resource Hub video covers:

- Pulse surveys
- Importance of Pulse surveys
- Distinction between Pulse surveys and Employee Engagement Surveys

Learning Outcome:
- Types of Pulse Surveys
- Case study – Adidas
- Steps for creating an effective Pulse survey
- Questions for a Pulse survey

Topic: Job Design

Duration: 1:49:10   **Click to Watch: Link**

Motivated employees are a valuable asset for any organization. Employees are keen to contribute to the growth of the organisation when their purpose in the organisation is clearly defined. Having a defined role is the first step towards inspiring people to fulfil their ambitions in the organisation. So it is essential for human resource professionals to develop the skill for designing relevant jobs.

The Resource Hub video covers:

Learning Outcome:
- Job design
- Distinction between Job Design and Job Analysis
- Job Characteristics model influence on Job Design
- Methods of job design

Topic: Designing an Effective COVID Policy

Duration: 2:27:55   **Click to Watch: Link**

Covid-19 will continue in the near future. So, it is wise to have a plan so that covid cannot place an adverse impact on businesses and workers. It is important to collaborate with employees to not only effectively communicate COVID-19 information but also to assess risks, uncertainties and to come up with solutions.

The Resource Hub video covers:

Learning Outcome:
- Factors impacting Covid Policy
- Framing an effective covid policy
- Decision making authority and budget allocation

Topic: Enumerating Industry Specific HR Policies

Duration: 1:41:36   **Click to Watch: Link**

As an HR, it is important to understand the different policies that are related specifically to the interests of an organization.

The Resource Hub video covers:

Learning Outcome:

- HR policies
- Importance of HR policies
- Various policies to be included in Employee handbook

Topic: Designing an Effective Travel Policy

Duration: 1:46:10   **Click to Watch: Link**

An efficient travel policy aligned with the business goals helps in ensuring the fiscal responsibility on the part of the employees. It also makes it easier to monitor the overall travel expenses and helps in budget allocation.

The Resource Hub video covers:

- Importance of a Travel PolicyD
Learning Outcome: • The elements in a Travel Policy
- An effective Travel Policy Design

Topic: Creating an Effective Code of Conduct Policy

Duration: 1:17:21   **Click to Watch: Link**

An employee code of conduct is a set of guiding principles that defines how an organization's workers should follow up on an everyday basis. It monitors the organization's day to day tasks, beliefs and organization culture.

The Resource Hub video covers:

Learning Outcome:

- Purpose and importance of a Code of Conduct Policy
- Elements/sections to be included in a Code of Conduct Policy
- Effective Code of Conduct Policy designing

Topic: Designing a Full & Final Settlement Form

Learning Outcome:

Duration: 2:22:53   **Click to Watch: Link**

The world around us is fast changing. Organisations needs to change and adapt in order to survive. HR being the backbone of people systems in organisations too need to move with the changing times.

The Resource Hub video covers:

Learning Outcome:

- The evolution of HR till date,
- The demands imposed on HR due to changes,
- The crucial skillsets needed by HRs in in the digital world,
- What is Digital HR,
- Need for Digital HR,
- Strategy for Digital HR,
- Role of Leadership in Digital HR

Topic: Creation of an Appointment Letter

Click to Watch: Link

An appointment letter is a mandatory official document that confirms that an organization has appointed a person to a particular job position in the company. The letter gives enormous details of the roles and responsibilites of the new employee.

The Resource Hub video covers:

Learning Outcome:
- Different agreements practiced in organizations
- Use of Appointment Letter
- Contents of Appointment Letter
- Creation of an Appointment Letter

Topic: Creating a Remote Working Plan for Organizations

Duration: 2:21:45   **Click to Watch: Link**

A remote work plan is a document that makes remote work easy for employees working remotely for the organisation. It defines the role and responsibilities of the remote employees and what the employer expects of them.

The Resource Hub video covers:

Learning Outcome:
- Describing working plan
- Listing the use of working plan
- Create a working plan to best handle the work in your organization.

Topic: Creating a Company Application Form

Duration: 2:29:02

Click to Watch: Link

An application for employment is a standard business document that is prepared with questions that employers think are relevant. Almost every company provides employment forms to anyone who requests for it and the applicant has to complete the form and return it to the employer for consideration.

The Resource Hub video covers:

Learning Outcome:

- Identifying and describing the essential elements of a company application form
- Creating an effective company application form

Topic: Creating Background Verification Form

Duration: 3:40:11   **Click to Watch: Link**

A background verification form is a form that includes an overview of the professional life of employees. It includes education qualification. past job information, family details. It is asked by the employer to fill at the time of joining or before the joining to verify history of the employee.

The Resource Hub video covers:

Learning Outcome:

- List down the criteria to be included in BGV form
- Create a BGV form according to your organization's requirements

Topic: Leave Management

Duration: **1:35:19**   **Click to Watch:** **Link**

An employee's compensation needs to keep many things into account. Leaves are an important statutory component HRs must regulate with great detail to keep the employees motivated in the organisation while also staying according to the legal requirements.

The Resource Hub video covers:

Learning Outcome:
- Types of leaves
- Legal considerations regarding leaves
- Leave encashment
- Loss of pay

Topic: Creating a Manpower Requisition Form

Duration: 1:35:19   **Click to Watch: Link**

Hiring the right people in an organisation is one of the principal responsibilities of a human resource professional. A manpower requisition form significantly eases the entire process.

The Resource Hub video covers:

Learning Outcome:

- Manpower Requisition Form
- Importance of Manpower Requisition Form
- Components of the form
- Create a sample manpower requisition form

Topic: Creating an Offer Letter

Duration: 1:30:40

Click to Watch: Link

An offer letter is one of the important documents in the human resource department of an organisation.

The Resource Hub video covers:

Learning Outcome:
- Defining an offer letter
- Listing components of an offer letter
- Creating an offer letter

Topic: Employee Joining Form

Duration: 1:11:42   **Click to Watch: Link**

On boarding is an important HR function in any organization.
Having a proper Employee Joining Form is an essential prerequisite .

The Resource Hub video covers:

Learning Outcome:

- Employee Joining Form
- Understanding its uses
- Distinction between Application Blank and Joining Form
- Components of the form
- Creation of Employee joining form

Topic: Organisation Structure and Its Classification

Duration: 1:44:12   **Click to Watch: Link**

An organisational structure illustrates how roles and responsibilities are arranged in an organisation. Successful enterprises utilise it to designate an individual's part in meeting the overall organisational goals. Knowing the concepts would help the HR professionals to analyse and modulate the existing structure for better efficiency and clarity.

The Resource Hub video covers:

Learning Outcome:
- Defining organisational structure
- Identifying the components of organisational structure
- Listing the challenges owing to a misfit structure
- Describing the various types of organisational structures

Topic: Organisation Structure and Its Classification - 2

Duration: 1:05:06   **Click to Watch: Link**

This is a continuation of the part 1 of the session on Organisational structure.

In this second part, the participants would be able to:

Learning Outcome:
- Understand case studies of various organizational structures
- Solve case studies

Topic: How to Conduct a Focus Group?

Duration: 2:26:20   **Click to Watch: Link**

Focus groups are small-group meetings that give employees an opportunity to interact with a manager, HR staff member or other experts about workplace conditions, company leadership and other employment matters.

The Resource Hub video covers:

Learning Outcome:
- Focus group questionnaire creation
- Focus group discussion

Topic: Designing interview questions for Job Analysis

Duration: 1:54:16

Click to Watch: Link

Job Analysis is a method to collect different information from a candidate by asking the them to describe the tasks and duties performed. It is an in-depth analysis of a particular job.

The Resource Hub video covers:

Learning Outcome:

- Type of data collection during Job analysis
- Interview as a method of Job Analysis
- Questions to conduct interviews for Job Analysis

Topic: Identifying Different Elements of Job Description and Job Specification

Duration: 1:41:25   **Click to Watch: Link**

Job description is a document which states in brief the duties, responsibilities and functions of a specific job in a company whereas Job specification is a statement that provides insights on the qualifications, skill sets, personality etc. that is required by an employee to perform the job.

The Resource Hub video covers:

- Difference between the various elements of JD and JS

Learning Outcome:
- Candidate Evaluation as per the job requirements
- JD/JS craetion for different roles within the organisation
- Effectively use of JD/JS for different HR functions

Topic: Using Personal Interviews to Create Job Descriptions & Job Specifications

Duration: 1:22:13   **Click to Watch: Link**

Job description and Job Spceification are the outcome of the process of Job Analysis. Interviewing employees is of the techniques used during job analysis to get data about the job.

The Resource Hub video covers:

- Interviews with the employees to seek the relevant inputs
Learning Outcome: - Question Designing
- Various elements of the job in the interviewee's response
- JD/JS creation

Topic: Writing Job Descriptions

Duration: 1:50:58   **Click to Watch: Link**

Having a proper job description is the first step towards effective recruitment. HR professionals are expected to master the skills of designing a well-structured job description.

The Resource Hub video covers:

Learning Outcome:

- Job description
- Job specification
- Layout of job description
- Steps of creating a job description
- Job description creation

Topic: Common Interviewer Mistakes- How to avoid them?

Duration: 1:40:50 **Click to Watch: Link**

Effective Interviewing is a skill which every interviewer must be adept at. There are some common mistakes that interviewers are prone to and attempt must be made to reduce these to a large extent.

The Resource Hub video covers:

Learning Outcome:
- Most common mistakes interviews are prone to
- Impact of mistakes on hiring decisions
- Ways to avoid and reduce mistakes

Topic: Workload Analysis

Duration: 1:48:36   **Click to Watch: Link**

Work load analysis is an estimation of the number and the kind of persons required for various jobs in an organization. As an HR, it is essential to be able to do a proper workload analysis.

The Resource Hub video covers:

Learning Outcome:

- Myths associated with raising higher requisition requests;
- Importance and objectives of Workload Analysis;
- Conducting workload analysis using different methods;
- Calculating Utilization and realization levels for optimum resource planning

Topic: Designing Interview Evaluation Sheet

Duration: 1:48:22

Click to Watch: Link

Interviewers have to use an evaluation sheet for proper scoring and then comparing the candidates to arrive at the best candidate. Thus the format of the sheet plays a critical role for the hiring process.

The Resource Hub video covers:

Learning Outcome:
- Elements of an interview
- Factors to include in the evaluation sheet
- Relationship of factors with the organisation's criteria

Topic: Succession Planning

Duration: 1:46:39   **Click to Watch: Link**

Succession Planning has increasingly been found to be among the most important strategic affairs of any organisation. Their competencies are getting aligned to other roles within the organisation instead of the current roles.

The Resource Hub video covers:

Learning Outcome:
- Roles requiring succession planning
- Implementation of succession planning
- Potential vs performance
- The 3E methodology

Topic: Creating Conceptual and Scenario Based Questions

Duration: 1:10:41   **Click to Watch: Link**

Scenario-based and conceptual questions are helpful.

The Resource Hub video covers:

Learning Outcome:
- Distinction between and discussion on conceptual and scenario-based questions
- Creation of conceptual and scenario-based questions

Topic: Using Recruitment Metrics for Better Recruitment Plan

Duration: 1:58:47

Click to Watch: Link

Metrics form an integral part of implementing HR Analytics for any recruitment drive in any organisation.

The Resource Hub video covers:

- Decision driving by HR Analytics
- Talent Acquisition vs Recruitment

Learning Outcome:
- Efficiency, Effectiveness & Impact Metrics
- Measuring TA activities
- Application of Metrics
- Case Discussion

Topic: Manpower Planning – Case Study

Duration: 1:46:05   **Click to Watch: Link**

Recruitment is a process to address manpower needs of the organisation. HR professionals must have clear understanding of the future manpower needs so that they can prepare the plan to address those needs.

The Resource Hub video covers:

Learning Outcome:

- How specific number of vacancies are generated in organizations
- Different types of employees suiting different situations
- Case solving to analyze the requirement generation process

Topic: Creating and Measuring KPIs

Duration: 1:29:28   **Click to Watch: Link**

A KPI demonstrates how effectively a company is achieving key business objectives. KPIs are used to evaluate how successfully the goals have been met.

The Resource Hub video covers:

Learning Outcome:

- KPI Designing
- KPI for sales team
- KPI Monitoring
- KPI Standardisation
- Behavioural KPI and Scaling Measurement.

Topic: Planning and Creating Performance Pay Structure

Duration: 2:24:57   **Click to Watch: Link**

In a performance-based pay structure, employees are compensated depending on performance attached to a set of goals. For example, if employee exceeds their targets, the manager may rate and consider a compensation increase.

The Resource Hub video covers:

Learning Outcome:

- Planning a pay structure for the organization
- Positions for which performance pay structure can be prepared
- Important points that can influence the performance pay structure depending on positions
- Different performance pay structures creation for various roles

Topic: Using Bell curve for Performance Management

Duration: 1:59:09   **Click to Watch: Link**

Performance appraisal is a major process in organisations that keeps them running. Several methods of appraisal have been practiced and more methods are being brought into the industry for organisation's growth. Bell curve is considered one of the most revolutionary strategies that is now losing ground due to various reasons.

The Resource Hub video covers:

Learning Outcome:
- Unconscious and conscious biases
- HR's role in Appraisal cycle
- Bell curve in Performance appraisal

Topic: Effective Feedback

Duration: 1:45:04   **Click to Watch: Link**

Feedback is a crucial tool to enrich communication and develop behaviours that promotes efficiency and builds healthy relationships in an organisation.

The Resource Hub video covers:

- Feedback and its form
- Importance of feedback

Learning Outcome:
- Sources and flow of feedback
- Distinction betwwen various kinds of feedback
- Method of giving effective feedback
- Role of HR in feedback process

Topic: Upward Feedback in Organisations

Duration: 1:38:05   **Click to Watch: Link**

Upward feedback is the new age mechanism to better the interactions between managers and their reportees. HRs in organisations play a pivotal role in the seamless implementation of the same.

The Resource Hub video covers:

Learning Outcome:
- Upward feedback
- Why upward feedback matters
- Use of upward feedback
- Google approach
- Elements in an upward feedback questionnaire
- Constructing an upward feedback questionnaire

Topic: Creating a Performance Appraisal Form

Duration: 2:11:23

Click to Watch: Link

Performance appraisal is a rational approach to assess an individual's current performance and future potential.A well defined performance appraisal form makes this procedure efficacious and robust.

The Resource Hub video covers:

- Performance appraisal
- Uses of performance appraisal

Learning Outcome:
- Performance appraisal form
- Elements in a performance appraisal form
- Creating a performance appraisal form

Topic: Designing Performance Improvement Plan in Organisations

Duration: 1:48:35

Click to Watch: Link

A performance improvement plan is a strategic tool crafted by HRs to orient an employee's efforts for attaining organisational objectives. It is, therefore, imperative for a Human Resource professional to possess an in-depth understanding of the same.

The Resource Hub video covers:

- Performance improvement plan(PIP).
- Importance of PIP in organisations.
- Scenarios for applying PIP
- Stages of developing a PIP
- Elements in a PIP
- Constructing a PIP template

Learning Outcome:

Topic: Leadership Styles

Duration: 1:43:52   **Click to Watch:** <u>Link</u>

Leadership is today seen as an important behavioural quality in all employees. However, it can mean different things in different situations.

The Resource Hub video covers:

Learning Outcome:
- Factors affecting leadership style
- Be-Know-Do model of leadership
- Situational leadership Model and its four quadrants
- Use of Situational leadership model

Topic: Locus of Control

Duration: 1:36:39

Click to Watch: Link

Locus of control can be defined simply as the extent to which the individual perceives control over the outcomes and the situations. As the environment around us change we can attribute them to anything that is within our control or to aspects outside our control.

The Resource Hub video covers:

Learning Outcome:

- Locus of control
- Distinction between internal locus of control and external locus of control
- Identifying own locus of control to become more self-aware
- Strategies to be more effective as per your strengths.

Topic: Mind Mapping

Duration: 1:18:56

Click to Watch: Link

Tony Buzan, an English author and educational consultant, brought a revolutionary idea to organise our thoughts using radiant thinking and represent it through mindmaps.

The Resource Hub video covers:

Learning Outcome:
- Representation of information
- Mindmap
- Steps to do mindmap

Topic: Growth Mindset

Duration: 1:39:32

Click to Watch: Link

Two popular mindsets that can be used to understand people are known as fixed mindset and growth mindset. Individuals who have same pattern of thinking and who feel that they can never grow are known as fixed mindset. On the other hand, we have individuals with growth mindset, just the reverse of fixed mindset.

The Resource Hub video covers:

Learning Outcome:
- Growth mindset
- All other related concepts

Topic: Building Resilience

Duration: 2:14:23   **Click to Watch: Link**

It is easy to stay calm and composed when things are going smooth, but it is in times of crisis that many of us are unable to hold up. Difficult days come in every person's lives and then we all need this element called resilience. It is not an inborn trait but something we all build over a period.

The Resource Hub video covers:

Learning Outcome:
- The term resilience
- Use of resilience
- Steps to remain confident in tough times

Topic: Anatomy of a Good Instructional Design

Duration: 1:38:09

Click to Watch: Link

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

- Anatomy of a robust instructional design and the available techniques for a designer.

Learning Outcome:
- Instructional Design
- Elements of a good instructional Design.
- Integrating principles of User Experience (UX)

Topic: Needs Analysis for Instructional Design

Duration: 1:38:02

Click to Watch: Link

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

Learning Outcome:

- Process of Needs Analysis.
- Business goals.
- Templates for Needs Analysis

Topic: Performance Goals and Learning Objectives

Duration: 1:38:11

Click to Watch: Link

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

- Performance goals

Learning Outcome:
- Learning objectives
- Templates for Needs analysis

Topic: Creating a Robust Evaluation Plan

Duration: 1:38:07   **Click to Watch: Link**

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

Learning Outcome:
- Evaluation plan
- Instructional Evaluation methods
- Blooms Taxonomy for creating assessments
- Templates for Evaluation Plan

Topic: Instructional Methods

Duration: 1:40:30   **Click to Watch:** Link

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

Learning Outcome:
- Instructional Methodologies and their correct usage
- Scenarios for incorporating instructional methods

Topic: Customising Instructional Design for Method of Delivery

Duration: 1:35:07   **Click to Watch: Link**

With technology growing across the globe even trainers and educationists have to adapt. Instructional design is a modern day tool for educationists that they can use to create their courseware and exercises.

The Resource Hub video covers:

Learning Outcome:
- Instructions for a classroom based learning design
- Instructions for self paced learning design (e-learning,video based)
- Instructions for online learning design

Topic: Understanding Emotional Intelligence

Duration: 1:32:07

Click to Watch: Link

This CPD Masterclass will focus on understanding what Emotional Intelligence is and how it affects us at work.

The following topics would be covered:

Learning Outcome:

- What is EQ?
- Your brain and EQ.
- Why does EQ matter at work?

Topic: Self Awareness to Manage Emotions

Duration: 1:49:10   **Click to Watch: Link**

This CPD Masterclass will help you understand how self awareness can affect the way you manage your emotions.

The following topics would be covered:

Learning Outcome:

- What is self awareness?
- How does self awareness affect our emotions?
- Cultivating positive emotions.

Topic: Social Awareness

Duration: 1:35:19   **Click to Watch: Link**

This CPD Masterclass will discuss social awareness and how emotional intelligence drives our relationships at work.

The following topics would be covered:

Learning Outcome:

- How to cultivate social awareness.
- Managing different personalities.
- Managing culture differences.

Topic: Emotional Intelligence Under Stress

Duration: 1:47:14

Click to Watch: Link

This CPD Masterclass will talk about how emotional intelligence plays a critical role when we are under stress.

The following topics would be covered:

Learning Outcome:
- Managing your stress triggers.
- How does our brain manage stress?
- How to use Emotional Equilibrium to effectively manage stress

Topic: Introducing Mindfulness

Duration: 1:29:16   **Click to Watch: Link**

In today's tech savvy world it is becoming more and more difficult to focus on the present and live mindfully.

The Resource Hub video covers:

Learning Outcome:
- Mindfulness
- Myths around mindfulness
- Techniques for practicing mindfulness

Topic: Deeper Insights Into Mindfulness

Duration: 2:08:15   **Click to Watch: Link**

In today's tech savvy world it is becoming more and more difficult to focus on the present and live mindfully.

The Resource Hub video covers:

Learning Outcome:
- Mindfulness in more detail
- More techniques for practicing mindfulness

Topic: Stress and Mindfulness

Duration: 1:36:16   **Click to Watch: Link**

The world around us is fast changing. Organisations needs to change and adapt in order to survive. HR being the backbone of people systems in organisations too need to move with the changing times.

The Resource Hub video covers:

Learning Outcome:
- Explain and discuss stress.
- Use mindfulness to handle stress effectively.
- Prepare an experience sheet for your regular practice

Topic: Virtual Handshake

Duration: 2:06:58   **Click to Watch: Link**

As the current disruption moves our everyday interactions virtual, we must be prepared to embrace the change in our professional environments, as soon and as effectively as possible.

The Resource Hub video covers:

Learning Outcome:

- How to prepare for a virtual interview session
- Technical aspects that will help you manage your first impression with a potential employer
- How to manage your non-verbal behaviors over a virtual medium

Topic: Blind Picasso

Duration: 1:50:59   **Click to Watch: Link**

Communication is always happening either consciously or unconsciously. It involves a sender and a receiver at all times.

The Resource Hub video covers:

- Effective communication
- Components of communication

Learning Outcome:
- Medium to choose for communication
- Synchronous and asynchronus communication
- Blind Picasso game

Topic: Managing Relationships - Johari window

Duration: 1:49:50

Click to Watch: [Link]

Man is a social animal and they need relationships to survive. Relationship management is very crucial in any industry because, for employees to be productive, they need to have a working environment that allows them to be creative. The Johari Window model is a simple and useful tool for improving understanding between individuals within a group and can also be used to assess a group's relationship with other groups.

The Resource Hub video covers:

Learning Outcome:

- What is the Johari Window Model?
- Personal Effectivness Scale
- Rules of interpretation on the PE scale

Topic: Build Your Personal Brand

Duration: 3:04:47   **Click to Watch: Link**

To stay ahead of the competition in today's professional environment, it's important to pay attention to how you promote yourself. Your potential employers are looking at your niche, your differentiator from other suitors.

The Resource Hub video covers:

- The Importance of building a personal brand

Learning Outcome:
- How to use your resume as a marketing tool of your skills and experience.
- How to maintaining social media presence to promote yourself

Topic: Technical Skills Needed for HR - Job Sites

Duration: 2:53:10   **Click to Watch: Link**

Sourcing through different channels is among the most in-demand skill nowadays. Understanding different job sites and other social networking sites is important for any HR to grow in career specially if they are interested in recruitment. The session will provide clarity on what job sites and social networking sites are, their multiple functionalities and how they can be used for recruitment.

The Resource Hub video covers:

Learning Outcome:

- List job sites and their usage
- Explain keywords and Boolean keywords
- Choose right keyword for various positions
- Use a job site to find candidates
- Create powerful Boolean strings to find candidates

Topic: Creating TNA Forms Through Google Forms

Duration: 1:55:26   **Click to Watch: Link**

"Training Needs Analysis (TNA) is the crucial starting point to identify the existing gaps or to meet the need of a new skill acquisition. Creating questionnaires through Google forms and analyzing responses forms a major part of any organization. We can arrive at a result by analyzing the data that is collected..

The Resource Hub video covers:

Learning Outcome:
- TNA analysis through questionnaires
- Parameters to create questions
- Reporting
- Elements of Reports

Topic: Job Sites

Click to Watch: Link

Sourcing through different channels is among the most in-demand skill nowadays. Understanding different job sites and other social networking sites is important for any HR to grow in career specially if they are interested in recruitment. The session will provide clarity on what job sites and social networking sites are, their multiple functionalities and how they can be used for recruitment.

The Resource Hub video covers:

- List job sites and their usage
- Explain keywords and Boolean keywords
- Choose right keyword for various positions
- Use a job site to find candidates
- Create powerful Boolean strings to find candidates

Learning Outcome:

Topic: Introduction to HRIS

Duration: 1:47:54   **Click to Watch: Link**

A HRIS, which is also known as a human resource information system or human resource management system (HRMS), is an intersection of human resources and information technology through a HR software. This enables collection, organization, storage and communication information and allows HR activities to occur digitally. It enables data entry, tracking and management for HR, payroll and even accounting.

The Resource Hub video covers:

Learning Outcome:
- Evolution of HRIS
- HRIS Benefits
- Choosing an HRIS

Topic: Further Explanation to HRIS

Duration: 1:45:08   **Click to Watch: Link**

A HRIS, which is also known as a human resource information system or human resource management system (HRMS), is an intersection of human resources and information technology through a HR software. This enables collection, organization, storage and communication information and allows HR activities to occur digitally. It enables data entry, tracking and management for HR, payroll and even accounting.

The Resource Hub video covers:

Learning Outcome:
- Managing performance tracker
- Edit objective with key results
- 9 box matrix
- Configuring organization chart

Topic: Creating Talent Acquisition Dashboard

Duration: 1:37:58   **Click to Watch: Link**

The Talent Acquisition dashboard is an interactive tool that provides departments with the ability to review the overall campus and specific department employment data. It provides immediate access to employment data.

The Resource Hub video covers:

Learning Outcome:

- bring real time data into Excel
- study aggregate trends, trends by source, trends by location
- get an overview of the talent pipeline, starting with recruitment and ending with outflow
- performance management

Topic: Creating Dashboard

Duration: 1:35:20   **Click to Watch: Link**

A data dashboard is a customizable tool that manages information by visually tracking, analyzing and displaying KPI, metrics and key data points to monitor the health of an organization.

The Resource Hub video covers:

Learning Outcome:

- use dashboards to track KPIs, metrics, and other data points in one visual, central place
- gain a high-level view of work, make quick decisions and keep everyone updated
- have a at-a-glance view of current status or performance in real time
- simplify complex data using visuals

Topic: MS Excel - Visualisation

Duration: 1:57:35

Click to Watch: Link

Data visualization is the practice of translating data into visuals such as a maps, charts or graphs, to make data easier for the human brain to interpret and understand.

The Resource Hub video covers:

Learning Outcome:

- draw inferences and present insights from data
- represent data that is accessible and impactful to audiences
- use data visualization for informed decision-making
- identify primary data visualization categories and their purposes

Topic: Macros 1

Duration: 1:42:45   **Click to Watch:** Link

A macro is like an algorithm or a set of actions that we can use or run multiple times. A macro helps in automating or repeating tasks by recording or storing our input sequences like mouse strokes or keyboard presses. Once this input is stored, it makes up a macro which is open to all kinds of possible changes.

The Resource Hub video covers:

Learning Outcome:

- automate tasks in Excel using macros
- write statements using commands
- save time on repetitive tasks involved in frequent data manipulation and data reports
- view, understand and modify macros stored as VBA codes

Topic: Macros 2

Duration: 1:41:08   **Click to Watch: Link**

A macro is like an algorithm or a set of actions that we can use or run multiple times. A macro helps in automating or repeating tasks by recording or storing our input sequences like mouse strokes or keyboard presses. Once this input is stored, it makes up a macro which is open to all kinds of possible changes.

The Resource Hub video covers:

Learning Outcome:

- automate tasks in Excel using macros
- write statements using commands
- save time on repetitive tasks involved in frequent data manipulation and data reports
- view, understand and modify macros stored as VBA codes

Topic: Macros 3

Duration: 2:03:51   **Click to Watch: Link**

A macro is like an algorithm or a set of actions that we can use or run multiple times. A macro helps in automating or repeating tasks by recording or storing our input sequences like mouse strokes or keyboard presses. Once this input is stored, it makes up a macro which is open to all kinds of possible changes.

The Resource Hub video covers:

Learning Outcome:

- automate tasks in Excel using macros
- write statements using commands
- save time on repetitive tasks involved in frequent data manipulation and data reports
- view, understand and modify macros stored as VBA codes

Topic: MS Excel VLookup

Duration: 1:43:22   **Click to Watch: Link**

VLOOKUP stands for 'Vertical Lookup'. It is a function that makes Excel search for a certain value in a column or the table array, in order to return a value from a different column in the same row.

The Resource Hub video covers:

Learning Outcome:

- look for a specified value in one column of data inside a table
- fetch a value from another column in the same row.
- establish relationship between different columns
- join data from separate sources using a common lookup value

Topic: Analysing Diversity Using MS Excel

Duration: 1:49:23   **Click to Watch: Link**

The world around us is fast changing. Organisations needs to change and adapt in order to survive. HR being the backbone of people systems in organisations too need to move with the changing times.

The Resource Hub video covers:

- analyze the workforce diversity
- analyze data and present it in a way that's easy to understand
Learning Outcome:
- use Recommended Charts in Excel to quickly create a chart to aggregate and display diversity data for analysis
- display diversity data in dashboards when it is in power BI

Topic: MIS Reporting 1

Duration: 1:48:30   **Click to Watch: Link**

MIS Reports are reports required by the management to assess the performance of the organization and allow for faster decision-making. A Management Information System, often simply referred to as MIS, can be understood by looking at each of the words that make up the name.

The Resource Hub video covers:

Learning Outcome:
- learn accurate decision making
- learn how to create Summary reports
- collect and compare data
- create a condensed list of various aspects and parameters

Topic: MIS Reporting 2

Duration: 2:01:38   **Click to Watch: Link**

MIS Reports are reports required by the management to assess the performance of the organization and allow for faster decision-making. A Management Information System, often simply referred to as MIS, can be understood by looking at each of the words that make up the name.

The Resource Hub video covers:

Learning Outcome:
- learn accurate decision making
- learn how to create Summary reports
- collect and compare data
- create a condensed list of various aspects and parameters

Topic: MS Excel - Tables and Dropdowns

Duration: 1:55:33   **Click to Watch: Link**

Charts and graphs are visual representations of worksheet data. These graphics help you understand the data in a worksheet by displaying patterns and trends that are difficult to see in the data.

The Resource Hub video covers:

Learning Outcome:

- make quicker and more accurate data entry
- organize and view data more efficiently
- pick an item from a list they create
- reduce their input errors

Topic: MS Excel-Charts and Graphs

Duration: 2:45:25   **Click to Watch: Link**

Charts and graphs are visual representations of worksheet data. These graphics help you understand the data in a worksheet by displaying patterns and trends that are difficult to see in the data.

The Resource Hub video covers:

Learning Outcome:
- visually present their data
- select a chart that suits their dataset best
- show trends and comparisons easily
- modify charts so they communicate information effectively

Topic: MS Excel - Pivot Table 1

Duration: 2:00:52   **Click to Watch: Link**

A pivot table is a statistical tool that is used to summarize and reorganize selected columns and rows of data in a database table to find out a desired report.

The Resource Hub video covers:

Learning Outcome:

- summarise, sort, reorganise, group, count, total or average data stored in a table
- transform columns into rows and rows into columns
- group by any field (column)
- use advanced calculations on them

Topic: MS Excel - Pivot Table 2

Duration: 2:13:08

Click to Watch: Link

A pivot table is a statistical tool that is used to summarize and reorganize selected columns and rows of data in a database table to find out a desired report.

The Resource Hub video covers:

Learning Outcome:

- summarise, sort, reorganise, group, count, total or average data stored in a table
- transform columns into rows and rows into columns
- group by any field (column)
- use advanced calculations on them

Topic: MS Excel - Data Cleaning

Duration: 1:50:51   **Click to Watch: Link**

Data cleaning is a process of detecting, rectifying and deleting of inaccurate or outdated information from a data set, table, or database. It helps to identify incomplete or inaccurate segments of the data.

The Resource Hub video covers:

Learning Outcome:
- learn if data is correct, consistent and usable
- clean data by detecting errors
- correct or delete data
- process data to prevent same errors from occurring

Topic: MS Excel - Data Validation

Duration: 1:43:39   **Click to Watch: Link**

Data validation means checking the accuracy and quality of source data before using, importing or otherwise processing data.

The Resource Hub video covers:

Learning Outcome:

- write rules to collect specific data
- create a drop down list of items
- enter data quickly and easily
- learn to dictate speciifc rules to the system

Topic: MS Excel- Conditional Formatting

Duration: 1:14:48   **Click to Watch: Link**

Conditional formatting is a feature in Excel that allows us to apply particular formatting to cells that meet a specific criteria. It is most often used as a color-based formatting to highlight, put emphasis on, or to distinguish among data stored in a spreadsheet.

The Resource Hub video covers:

Learning Outcome:

- automatically apply colours and icons
- apply data bars
- apply formatting to cells that meet certain criteria
- highlight, emphasize or differentiate between data stored in a spreadsheet

Topic: MS Excel - Basic Formulas and Functions 1

Duration: 1:44:38   **Click to Watch: Link**

In MS Excel, Formula is an expression that calculates values in a cell or in a range of cells.

The Resource Hub video covers:

Learning Outcome:

- execute formula that can add, subtract, multiply or divide
- calculate using a cell address to represent the value in a cell
- use inbuilt formulas to perform calculations
- find the average value or calculate the maximum value in a range of cells

Topic: MS Excel - Basic Formulas and Functions 2

Duration: 1:57:07   **Click to Watch: Link**

In MS Excel, Formula is an expression that calculates values in a cell or in a range of cells.

The Resource Hub video covers:

Learning Outcome:

- execute formula that can add, subtract, multiply or divide
- calculate using a cell address to represent the value in a cell
- use inbuilt formulas to perform calculations
- find the average value or calculate the maximum value in a range of cells

Topic: Labour Code - An Introduction

Duration: 1:20:56   **Click to Watch: Link**

The proposed Labour codes are a way forward to synchronise the various Labour laws with the changing business ecosystem in India. This move will simplify the application of labour legislations and enhance the ease of doing business.

The Resource Hub video covers:

Learning Outcome:

- Explain Labour Laws and its constitutional validity
- State the need for the labour codes
- List the salient features of application of the laws
- Discuss briefly the four labour codes

Topic: Industrial Relations Code

Duration: 1:44:29   **Click to Watch: Link**

There has been a great need for the laws to define and regulate the relations between employers and employees.

The Resource Hub video covers:

Learning Outcome:
- Explain the fixed term of employment
- List the features of Industrial Disputes Act
- List the salient features of Industrial relations code
- Discuss Bi-partite forums and Trade Unions act

Topic: Occupational Health and Safety Code

Duration: 1:43:35   **Click to Watch: Link**

Safety of employees has been a major concen of the lawmakers.

The Resource Hub video covers:

Learning Outcome:
- State the Code on Occupaitonal Health & Safety
- List the major hazards occuring in workplaces
- Discuss the vairious provisions of the code

Topic: Social Security Code

Duration: 1:43:49   **Click to Watch:** Link

Social security is a Human Right and must be provided to all employees and the government has very well shown their interest in protecting it for the Indian employees.

The Resource Hub video covers:

- Define social security
Learning Outcome: • Discuss social security and the Code on Social security
- Discuss the provisions of the code

Topic: Understanding Mentoring and Program Launch

Duration: 1:51:08

Click to Watch: Link

New age organisations and HRs should look to drive the such relationships that not only improves the organisation's performance but also brands it as a caring workplace.

The Resource Hub video covers:

- Explain mentoring
- Discuss the need for mentoring in organisations
Learning Outcome:
- Discuss the different forms of mentoring
- Select form elements to register mentors and later filter them
- Market the program to the target population

Topic: Orientation Session for Mentors and Mentees

Duration: 1:56:55

Click to Watch: Link

No more should the HRs limit themselves to traditional strategies of training employees. Instead, running a mentoring program can be a powerful strategy at a lesser cost. But helping the selected mentors get a clear understanding of the program is very important. Also, it is important to clarify the expectations from the program.

The Resource Hub video covers:

Learning Outcome:
- List down the elements of the mentoring program.
- Decide the strategy to co-ordinate with mentors and mentees.
- Conduct an effective orientation session.

Topic: First Mentor-Mentee Meeting

Duration: 1:46:12

Click to Watch: Link

First meeting between the mentor and the mentee paves the path of the program specifically for the two individuals.

The Resource Hub video covers:

- State the significance of the introductory meeting.
- Help the mentors and mentees connect with each other.
- List the points to remember for the meeting.
- Conduct the introductory meeting

Learning Outcome:

Topic: Concluding the Program

Duration: 1:49:13

Click to Watch: Link

This is the final session in the series where we explore the different steps one needs to take to step move forward with a euccessful program and finally bring it to a close.

The Resource Hub video covers:

Learning Outcome:

- Move forward with the program to make it a success.
- List strategies to measure the effectiveness of the program
- Bring the program to a closure

Topic: Introduction to Powerpoint

Duration: 1:30:31   **Click to Watch: Link**

Microsoft Powerpoint is a technology tool used for creating presentations. It is a extremely simple tool that can allow anyone to deliver powerful training sessions or share information to larger audience.

The Resource Hub video covers:

Learning Outcome:

- Fonts and font size
- Bullets
- New slide
- Inserting charts and graphs in powerpoint
- Adding shapes, icons, pictures and video clips
- Creating sections

Topic: Powerpoint Presentations - Creating Designs

Duration: 1:31:52

Click to Watch: Link

Microsoft Powerpoint is a technology tool used for creating presentations. It is a extremely simple tool that can allow anyone to deliver powerful training sessions or share information to larger audience.

The Resource Hub video covers:

- Inserting tables
- Use of Master slide

Learning Outcome:
- Editing pictures
- Stock images
- Shapes
- Use of transparency while editing pictures

Topic: Powerpoint - Attractive Presentations

Duration: 1:24:43

Click to Watch: Link

Microsoft Powerpoint is a technology tool used for creating presentations. It is a extremely simple tool that can allow anyone to deliver powerful training sessions or share information to larger audience.

The Resource Hub video covers:

- Background images
- Attractive slide transitions
- Proper alignment of images

Learning Outcome:

Topic: Conducting Competency Mapping Exercise - 1

Duration: 2:30:25   **Click to Watch: Link**

Competency mapping is the process of identifying and understanding the particular skills, knowledge and behaviours required to operate in a particular industry, profession, or job position effectively. Competency maps are designed to suit the client's needs.

The Resource Hub video covers:

Learning Outcome:

- Job Analysis
- Creating Competency matrix
- Roles in a Competency matrix
- Use of Competency matrix in compensation and benefits

Topic: Conducting Competency Mapping Exercise - 2

Duration: 2:16:44

Click to Watch: Link

Competency mapping is the process of identifying and understanding the particular skills, knowledge and behaviours required to operate in a particular industry, profession, or job position effectively. Competency maps are designed to suit the client's needs.

The Resource Hub video covers:

Learning Outcome:

- Job Analysis
- Creating Competency matrix
- Roles in a Competency matrix
- Use of Competency matrix in compensation and benefits

Topic: Most Used Compensation Metrics

Duration: 1:57:35   **Click to Watch: Link**

Analytics is a new area being practiced in any growth-oriented organisation. Compensation metrics allows analytics to be used in the compensation department of Human Resources field.

The Resource Hub video covers:

Learning Outcome:
- Metrics
- Compensation Metrics and its management

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What CPD members have to say:

⭐⭐⭐⭐⭐

CPD Membership has provided me up to date topics that are career relevant. The Resource Hub is very helpful, and assisted me greatly. I turned to CHRMP because of its vast resource database, but also because I believed it would present me with opportunities of career growth and promotions. I would definitely recommend it to HR Professionals."

Sowmya KP
Deputy Manager HR
Cytecare Hospitals

⭐⭐⭐⭐⭐

I was interested in self-paced learning, and CHRMP's library of HR resources ensured I do not miss out on any updates. I would definitely recommend CPD Membership to friends, family and colleagues. When Industry Leaders sit down with you and share their stories & provide a window into the opportunities available, you must fell inspired and want to do more."

Divya Jonnalagadda
Project Coordinator,
Technicolor

⭐⭐⭐⭐⭐

Learning is a continuous process and I restarted my journey to learn, explore and to build new skills. Great Learning experience and good practical knowledge with real time case studies. I enjoyed being a part of this and would look forward for more learnings.

Shivani Chawla
Associate Manager,
HCL Technologies

⭐⭐⭐⭐⭐

Very crisp and precise syllabus which helped me in right learning. Great and supportive team. I would recommend this to anyone and everyone.

Khushnuma Hassan
Sr. HR Officer,
Agility Logistics, Dubai

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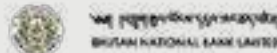In Organisations Like

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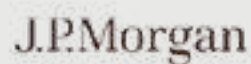
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