



Certificate in Foundation Skills in Human Resource Management

Are you embarking on a career in Human Resource? Through this programme, you can gain a deeper understanding of key HR processes and procedures, and enhance your potential contribution to employers in the most effective way.

Target Participants:

Junior HR staff, business leaders, entrepreneurs, line managers and team leaders who wish to understand more about basic concepts and functions in HR.

Course Information



10 Evenings; 30 Hours



Cantonese (with English materials)



HKIHRM, Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong



For enrolment and general enquiries,
please contact us on 2837 3812 / 3834 or via email: learning@hkihrm.org

Module 1: Overview: The HR Process, Job Analysis & Evaluation

- HR functions, roles and multi-skills required
- Impact of job analysis in strategic HR management process
- Job analysis process
- Job description write up and job specifications
- Importance of job evaluation
- Introduce commonly applied job evaluation methods and proprietary systems

Module 2: Recruitment Process

- An introduction to the recruitment and selection process
- Methods and channels of recruitment
- Ways to attract candidates during the recruitment process

Module 3: Selection Methods & Interviewing Skills

- Assessment methods
- Employment interviews
- Evaluating the effectiveness of recruitment
- Inductions and orientation
- Legislations to consider

Module 4: Compensation Management

- Objectives of compensation programmes
- Major components of compensation programmes
- Salary reviews
- Incentive plans
- Compensation and benefits communication

Module 5: Benefit Management & Performance Management

- The definition and objectives of benefit provision
- Types of benefits
- Major benefit plans
- An overview of the performance management process
- Performance evaluation approaches

Module 6: Employment Ordinance

- Coverage of the Employment Ordinance
- Employment contracts
- Wages
- Leave
- Sickness and maternity
- End of year payment
- Case studies

Module 7: Employment Ordinances and HR Related Ordinances

- Termination of employment
- Protection against unreasonable variation of employment contract
- Employees' Compensation Ordinance
- Personal Data (Privacy) Ordinance
- Equal opportunities ordinances
- Case studies

Module 8: Employee Relations

- Employee communication and employee relations
- Whistle blowing and grievance procedures
- Employee conflicts and alternative dispute resolution
- Respect, remedies and redress

Module 9: Training & Development

- Definition and purposes
- Strategic perspectives in HR
- Systematic training functions
- Structured training process
- Learning methodologies
- Roles of trainers

Module 10: Business Knowledge for HR

- Why HR needs to possess business knowledge
- How HR can contribute to the bottom line
- Operational business knowledge
- Financial business knowledge
- Ethical behaviour in business management