

Human Resources

Employees are an organization's most valuable asset, making the work of human resources professionals critical to success in business. From a competitive job market to ever-increasing diversity in the workplace, human resources professionals face numerous challenges when it comes to attracting, developing and retaining exceptional employees.

The **Diploma in Human Resources Management Program** at Ashton College addresses these challenges by equipping students with the knowledge and expertise they need to be successful in the expanding field of HR. Designed for both professionals and those pursuing a career in human resources, this program covers key topics in human resources management, including recruitment, compensation, training, development and labour relations. The knowledge and management skills acquired through the HR Program can be applied to any organization, putting our graduates at the leading edge of their field.

Choose the Right Career for You

Successful graduates will receive a **Diploma in Human Resources Management**, preparing them for a range of human resources roles including:

- Human Resources Manager
- Labour Relations Manager
- Dispute Resolution Specialist
- Training Manager, Director or Specialist
- Benefits Manager
- Recruiter or Placement Specialist
- Employee Relations Manager
- Compensation Manager
- Health & Safety Officer
- Analyst
- Consultant

This program also prepares graduates to write the National Knowledge Exam® of the Certified Human Resources Professional (CHRP) designation, the only nationally recognized HR designation.

Your Studies, Your Life

At Ashton College, students don't have to choose between their careers and their personal lives.

With full-time and part-time studies offered, and classes during the evening and the day, students can select the schedule that's right for them to achieve their academic goals.

New classes start monthly, and full-time students can complete their Diploma in HR Management in just six months.

Course Descriptions

The Diploma in Human Resources Management Program consists of six courses covering essential concepts for today's human resources professionals.

Professional Practice in Human Resources

Human resources management requires an overall understanding of an organization's goals and strategic objectives. This course will introduce the skills and knowledge required to build effective, professional and supportive relationships, while developing the critical interpersonal skills to excel at communication, leadership and decision-making.

Organizational Effectiveness

Human resources professionals must have a strong understanding of the best use of resources and how

to accomplish successful projects. This course will teach students how to assess the effectiveness of an organization's processes, and how to recommend and implement improvements. Students will also learn the principles of project management and the essential skills to become an effective team leader.

Total Rewards

An organization's reward system can have a significant impact on its profitability. This course will introduce performance-based approaches to compensation that will help create programs that support organizational needs. Students will examine the strategic and behavioural framework for compensation, critical elements of rewards strategy, compensation values, performance pay and indirect pay.

Employee and Labour Relations

Successful human resources professionals require a working knowledge of the institutions and processes that govern employee-management relations in both a unionized and non-unionized work environment. This course will cover best practices in employee relations, effective grievance management and dispute resolution processes including mediation and arbitration. Students will also be provided with an understanding of occupational health and safety issues.

Ashton

Education
with
Purpose

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EDUCATION QUALITY ASSURANCE

Human Resources

Organizational Learning, Development and Training

Employees are an organization's number one asset and largest investment. Students are taught to identify ways that training and development may be used to improve individual and group performance and organizational effectiveness. This course will teach students how to develop programs to enhance employees' skills, while exploring the major trends in the training field, the changing role of trainers, outsourcing, the aging workforce and e-learning.

Staffing

Organizations are dependent on the quality of their employees for their success. This course is designed to teach students to identify what is required to attract, select and retain an effective workforce. Students will learn best practices in recruitment and selection, and how best practices evolve in diverse organizational or environmental circumstances.

Our Faculty

The faculty at Ashton College mainly consist of working professionals who possess both classroom and professional experience. They will guide you through the principles of human resources management, bridging the gap between theory and real-world practice while drawing upon years of HR experience and expertise.

Student Services

The staff at Ashton is committed to helping students succeed. Our advisers are available full-time to counsel students on our programs, services and their career objectives.

We'll help you construct an education plan that's right for you. At Ashton College, the focus is on short-term education for long-term results, providing students with a wide-range of career services to set them on the path towards professional success.

Ashton College also offers **MyAshton.com**, a unique and exclusive online portal for students to access all essential resources they need, at anytime.

About Ashton College

Since 1998, Ashton College has provided learning opportunities to thousands of students from across British Columbia and the world.

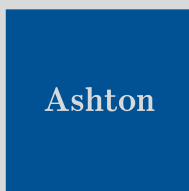
Students are attracted to Ashton's reputation as an institution dedicated to career education and continuing learning. We work with industry experts so that learning at Ashton gives students the opportunity to advance their career while connecting with employers.

Situated in the heart of beautiful downtown Vancouver, Ashton is easily accessible and just blocks away from the city's business centre. Ashton is fully accredited by the Private Career Training Institutions Agency of British Columbia (PCTIA) and is an Education Quality Assurance (EQA) designated school.

For more information about our programs, contact one of our admissions advisers at

(604) 899-0803 or **admissions@ashtoncollege.com**.

Visit us online at **www.ashtoncollege.com**.



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