



Human Resources Management

Program Overview

In today's fast moving business world, the human resources function is facing the threat of downsizing and outsourcing, if HR professionals cannot prove their added value for the organization. Human Resources Management supports all of the activities related to challenges facing Canadian organizations in the context of managing their workforce. This program is both theoretical and practical in its organization and discusses how human resources departments are organized and function. The focus is on HR skills to build effective relationships at all levels to maintain the well-being of the organization. This program is also intended to prepare the learner for the Knowledge exam of the CHRP designation.

Program Format

The Program consists of 6 courses. Students become familiar with PowerPoint, a powerful management presentation tool. Using this program, students gain insight into its use as an effective presentation tool. Team projects run concurrent with instructional sessions. This provides the learner with valuable practical business experience. The projects are critical to the overall learning outcome of the program. Projects mirror a real-life work situation providing a priceless tool for the future. The Program can be taken full-time or part-time.

Curriculum

The curriculum for the program is compatible with the standards set by the Canadian Council of Human Resources Association and covers the following knowledge areas:

- Professional Practice in Human Resources
- Organizational Effectiveness
- Total Rewards
- Employee and Labour Relations
- Organizational Learning, Development and Training
- Staffing

Team Projects

Every course offers students the opportunity to work in teams as a part of a team assignment. The team project has a threefold purpose:

- To get students to work on a typical HR situation that they will experience tomorrow,
- To enable them to use networking as an important tool to reach out to companies with best HR practices; and
- To develop their abilities to work in a multi-cultural team and learn to manage diversity.

Individual Projects

Excellent writing skills is one of the fastest growing requirements for most HR positions. Individual project assignments are therefore especially designed to polish the writing skills of students by involving them in the analysis of important HR issues that are of increasing business concern. In an environment full of encouragement and cooperation, they learn to combine solid academic argument with making a business case out of an important HR concern, thus developing their critical thinking and analytical skills for a successful business partnership. Projects run concurrently with instructional courses and form an integral part of the program and the learner's experience



Ashton College

Course Descriptions

DHRM 001 – Professional Practice in Human Resources

This course introduces the importance of professional practice in human resources within the context of its growing professionalism. The strategic contribution to an organization's business plan is emphasized. Topics include the human resources functional dimensions, as defined by the Canadian Council of Human Resources Associations (CCHRA) and their Required Professional Capabilities® (RPCs). The highlights of this course address the strategic contribution to organizational success. Human resources management builds effective, professional and supportive relationships while maintaining the well-being of the organization's culture.

DHRM 002 – Organizational Effectiveness

Organization Effectiveness (OE) applies the principles of Lean Management, Change Management and strategic human resources to assess the effectiveness of an organization's processes, then to recommend interventions that will build the organization's capacity to achieve and sustain a desired capability, set of behaviours or improved processes that benefit the organization. Sound governance combined with a clearly defined corporate vision will establish a firm foundation from which the organization can launch focused business initiatives. OE ensures a positive return on investment can be achieved.

This course also provides an overview of the principles of Project Management, since HR professionals must have a strong understanding of the best use of resources and the systems approach to accomplishing successful projects.

Accounting and finance principles are covered from the perspective of the HR professional as a business partner in the organization. Having an understanding of business economics provides a significant benefit in the analysis, design and implementation of HR initiatives. Each of these management capabilities is presented to enhance the professional effectiveness of the HR practitioner.

DHRM 003– Total Rewards

Desirable behaviours in an organization can be promoted with a strategically designed rewards plan. The organization's reward system can have a significant impact on the profitability of the organization. This course will help to identify the elements of a

systematic framework for designing an optimal reward system. Learners will examine the strategic and behavioural framework for compensation, critical elements of rewards strategy, compensation values, performance pay and indirect pay.

DHRM 004 – Employee and Labour Relations

The importance of employee relations, as well as the intricacies of labour relations is a significant component of strategic HR. Learners will be shown the best practices in union and non-union relations, effective grievance management and dispute resolution processes including mediation and arbitration. We will highlight controversies and issues related to the structure and functioning of today's industrial relations system. The course emphasizes the practical, or process oriented, side of labour relations as it applies in today's workplace. An overview of laws, regulations and guidelines for the HR professional will be provided, with case studies and the current practice. In conjunction with employee relations and the law, an overview will be provided of occupational health and safety, with reference to the human resources function, the Canadian legislative context, issues concerning Workers' Compensation and disability management, the types of hazards and techniques for controlling them, and the study of the hazard control procedures.

DHRM 005 – Organizational Learning, Development and Training

Using the principles of adult learning, this course draws attention to the importance of organizational learning, development, and training. Organizational development often includes workplace improvements and training. These efforts are based on the ability to develop clear job and organizational expectations, improve job performance and reduce employee anxiety. Development programs and training enhance the employee's initial skills as they build on the knowledge, skill and ability of the employee. Analysis, training and feedback systems are an integral part of organizational effectiveness. The course provides a complete and comprehensive study on training and development reflecting on the science and practice of the field. The course also explores the major trends in the training field, the changing role of trainers, outsourcing, the aging workforce and e-learning.

DHRM 006 – Staffing

In the information age, organizations have become dependent for their success on the quality of their employees. This course explains the evolving best practices in the fields of recruitment and selection, while providing specific examples that modify best practices as a result of different organizational or environmental contexts. To complement staffing and the other HR functional dimensions, this course introduces the principles and common practices associated with human resources information systems (HRIS).

Who Should Take This Program

Ashton College's program was developed in response to needs identified by experienced HR managers wanting to develop and enhance existing skills in both large and small organizations. Aspiring Human Resources managers, team leaders, and team members wanting to expand professional competencies will benefit from this program. Ashton College's Human Resources Management program strives to provide future HR professionals with the knowledge, skills and assertiveness to advance the best HR practices.

How To Apply

Please contact a Student Adviser for more information or visit our website at www.ashtoncollege.com.

