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**Professional Diploma in Human Resource Management and Development**

**HR006A**

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Tel: 2875 5580

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Tel: 3761 1111

**Island East Campus**

2/F, 484 Kings Road,
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Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: 8:30 a.m. to 5:30 p.m.
Tel: 3762 0000

**Fortress Tower Learning Centre**

1/F, Fortress Tower, 250 Kings Road,
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Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: close
Tel: 3762 0888

**Kowloon East Campus**

1/F, 28 Wang Ho Road,
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(Exit B, Kowloon Bay MTR Station)
Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: 8:30 a.m. to 5:30 p.m.
Tel: 3762 2222

**Kowloon West Campus**

G/F, 38-46 Nassau Street,
Mile Foo Sun Chuen, Kowloon
(Exit B, Mile Foo MTR Station)
Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: 8:30 a.m. to 5:30 p.m.
Tel: 3762 4000

**Kowloon Tong Campus**

G/F, 128-130 Shum Fung Street,
Kowloon Tong, Kowloon
(Exit B, Kowloon Tong MTR Station)
Weekdays: 8:30 a.m. to 7:30 p.m.
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The Professional Diploma in Human Resource Management and Development is a part-time programme offered by the School of Professional and Continuing Education, University of Hong Kong.

The Professional Diploma in Human Resource Management and Development combines both theoretical and practical modules which provide students with an overview of the role of the Human Resource practitioner as an organizational strategy architect and capability builder, system and process expert, and a relationships facilitator.

Field visits to the Labour Tribunal and commercial corporation(s) are part of the programme design with an aim to enhance students’ understanding of the practice in handling employee relation issues from both the legal and employee engagement perspective.

The programme consists of nine modules and an English communication skills workshop series for students.

**Programme Structure**

**Module 1: Role of Human Resource in Business**
- Talent management
- Manpower utilization strategy
- Manpower cost management
- Direct intake, outsourcing and subcontracting strategy
- Manpower resourcing strategies and organization
- Manpower allocation strategy
- Manpower selection strategy
- Training management

**Module 2: Organizational Design and Development**
- Organisational and national culture
- Organisational culture and behaviour
- Organisational design
- Management and organizational development

**Module 3: Human Resource Management Related Law**
- Development of employment related law in Hong Kong and judiciary system in handling human resource management related cases in Hong Kong
- Employment related regulations
- Human resource management related organisations
- HR policy, guidelines and codes of practice
- Advantages of HR practices

**Module 4: Sourcing and Staffing**
- Precedent HR management cases in Mainland China
- Trend of HR management development in Mainland China
- Retaining, motivating and developing employees in Mainland China
- Labour Contract Law and related policies in Mainland China
- Employee relations and industrial relations

**Module 5: Performance Management**
- Challenges in managing employees’ performance
- Evaluation of learning effectiveness
- Evaluation of learning activities
- Topics include:
  - Communication overview
  - Persuasive communication
  - Interviewing techniques
  - Effective written communication
  - Academic writing skills

**Module 6: Performance Management**
- Developing performance management system in strategic human resource management
- Performance Management methods
- Developing performance management system
- Process of performance objectives integration
- Evaluation of learning activities

**Module 7: English Communication Skills Workshop for HR Practitioners**
- The aim of this module is to enhance students’ ability to write and present clearly informative and persuasive messages effectively in the workplace. It is also designed to enable students to conduct effective interviews and respond effectively in interviews.
- Topics include:
  - Communication overview
  - Persuasive communication
  - Interviewing techniques
  - Effective written communication
  - Academic writing skills
- Lectures
  - There will be 3 lectures per module in this course (27 lectures in total).
  - Lecturers are specially selected to provide the best available expertise in the various areas.
- Group Tutorials
  - The group tutorials will provide students with an opportunity to meet in small groups, take part in group discussions and to give presentations (max. 25 students per group). Each group will be led by professional who has both practical and theoretical expertise in the human resource field.
- Tuition Fee
  - HK$29,550 in 1 payment*
- Assessment
  - Assessment will be based on written examinations and continuous assessment in the form of written assignments and presentations.

On completion of the programme, students holding the Professional Diploma will be eligible to apply for associate or professional membership of the Hong Kong Institute of Human Resource Management.

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The Professional Diploma in Human Resource Management and Development is a part-time programme offered by the School of Professional and Continuing Education, University of Hong Kong.

The Professional Diploma in Human Resource Management and Development combines both theoretical and practical modules which provide students with an overview of the role of the Human Resource Practitioner as an organisational strategy architect and capability builder, a system and process expert, and a relationships facilitator.

The course will be taught by academics as well as by experienced human resource management practitioners who will provide students with a comprehensive education in the field of human resource management and development.

Field visits to the Labour Tribunal and commercial corporations(s) are part of the programme design with an aim to enhance students’ understanding of the practice in handling employee relation issues from both the legal and employee engagement perspective.

Module 1: Role of Human Resource in Business
- Reward management philosophy
- Designing and managing reward system
- Reward components analysis
- Performance-based pay system
- Reward cost management
- Goals of performance management system in strategic human resource management
- Performance Management methods
- Developing performance management system
- Process of performance objectives integration
- Challenges in measuring employees’ performance

Module 2: Organizational Design and Development
- Overview of the learning and development functions in organizations
- Adult learning theories and styles
- Needs analysis and setting training objectives
- Learning and development techniques
- Evaluation of learning effectiveness

Module 3: Employee Engagement
- Principles of employee engagement
- Roles of HR and line managers in employee engagement
- Employee engagement approaches and systems
- Management of employee engagement
- Employee relations and industrial relations

Module 4: Sourcing and Staffing
- Precedent HR management cases in Mainland China
- Labour Contract Law and related policies in Mainland China
- Trends in HR management theory and practices in Mainland China
- Employee relations and industrial relations
- Employee engagement approaches and systems
- Roles of HR and line managers in employee engagement
- Principles of employee engagement

Module 5: Reward Management
- Principles of employee engagement
- Roles of HR and line managers in employee engagement
- Employee engagement approaches and systems
- Management of employee engagement
- Employee relations and industrial relations

Module 6: Performance Management
- Principles of employee engagement
- Roles of HR and line managers in employee engagement
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Module 7: Human Resource Management Related Law
- Employment related legislation
- Industrial relations strategy
- Employee relations and industrial relations

Module 8: Employee Engagement
- Principles of employee engagement
- Roles of HR and line managers in employee engagement
- Employee engagement approaches and systems
- Management of employee engagement
- Employee relations and industrial relations

Module 9: Human Resource Management in China
- Trends in HR management theory and practices in Mainland China
- Labour Contract Law and related policies in Mainland China
- Employee relations and industrial relations
- Employee engagement approaches and systems
- Roles of HR and line managers in employee engagement
- Principles of employee engagement

Assessment
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English Communication Skills Workshop for HR Practitioners
The aim of this module is to enhance students’ ability to write and present orally informative and persuasive messages effectively in the workplace. It is also designed to enable students to conduct effective interviews and respond effectively in interviews.

Topics include:
- Communication overview
- Informative communication
- Persuasive communication
- Interviewing techniques
- Effective written communication
- Academic writing skills

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The course will be taught by academics as well as by experienced human resource management practitioners who will provide students with a comprehensive education in the field of human resource management and development. Field visits to the Labour Tribunal and commercial corporation(s) are part of the programme design with an aim to enhance students' understanding of the practice in handling employee relations issues from both the legal and employee engagement perspective.

Programme Structure

- Module 1: Role of Human Resource in Business
  - HR management and business
  - Value, ethics and social responsibilities
  - HR personnel management and value
  - HR due diligence in mergers and acquisitions

- Module 2: Organizational Design and Development
  - Organizational and national culture
  - Organizational culture and behaviour
  - Organisational design
  - Management and organizational development

- Module 3: Human Resource Management Related Law
  - Development of employment related law in Hong Kong and judiciary system in handling human resource management issues in Hong Kong
  - Employment related regulations
  - Human resource management related legislation
  - HR policy and guidelines and code of practice
  - Advice on HR practices

- Module 4: Sourcing and Staffing
  - manpower resourcing strategies and organisation
  - Direct intake, outsource and subcontracting strategy
  - Manpower cost management
  - Manpower selection strategy
  - Manpower management

- Module 5: Reward Management
  - Reward management philosophy
  - Reward components analysis
  - Reward components analysis
  - Performance-based pay system
  - Reward cost management

- Module 6: Performance Management
  - Objectives and performance management system in strategic human resource management
  - Performance Management methods
  - Developing performance management system
  - Process of performance objectives integration
  - Challenges in measuring employee performance

- Module 7: Learning and Development
  - Overview of the learning and development functions in organizations
  - Adult learning theories and styles
  - Learning needs analysis and setting training objectives
  - Learning and development techniques
  - Evaluation of learning effectiveness

- Module 8: Employee Engagement
  - Principles of employee engagement
  - Roles of HR and line managers in employee engagement
  - Employee engagement approaches and system
  - Managing conflict between work and family
  - Employee relations and industrial relations

- Module 9: Human Resource Management in China
  - Trends in HR management theory and practices in Mainland China
  - Labour Contract Law and related policies in Mainland China
  - Employee relations and industrial relations in Mainland China
  - Pay Fairness and sustainable human resource management in Mainland China
  - Relevant HR management cases in Mainland China

English Communication Skills Workshop for HR Practitioners

The aim of this module is to enhance students' ability to write and present oral informative and persuasive messages effectively in the workplace. It is also designed to enable students to conduct effective interviews and respond effectively in interviews.

Topics include:
- Communication overview
- Information communication
- Persuasive communication
- Interviewing techniques
- Effective written communication
- Academic writing skills

Module 3 : Employee Engagement
- Principles of employee engagement
- Roles of HR and line managers in employee engagement
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**HR006A**

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**ENQUIRIES**

Email: betty.kwong@hkuspace.hku.hk
Tel: 2975 5690

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Kowloon Walled City
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