

Professional Diploma in Human Resource Management and Development

HR006A

Inspiring Your Future

Business Education@HKUSPACE



ABOUT THE PROGRAMME

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 organization 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 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.

Programme Structure

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

Module 1 : Role of Human Resource in Business

- HR management and business
- Impact of demographic, social and technology trends on contemporary organisations
- Internal and external factors impacting HR management
- The influence of globalisation

Module 2 : Organisational Design and Development

- Organisational and national culture
- Organisational culture and behaviour
- Organisational design and development
- Trends in organisational design and 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 claims in Hong Kong
- Employment law
- The contract of employment
- Equality legislation
- Safety, health and welfare at work

Module 4 : Sourcing and Staffing

- Strategic staffing
 - Sourcing
 - Selection process
 - Onboarding
 - Manpower utilisation strategy
 - Manpower retention
 - Integrated talent management
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Module 5 : Reward Management

- Reward management philosophy
- Designing and managing the reward system
- Managing and rewarding employees' contributions
- Performance-based pay system
- Reward cost management

Module 6 : Performance Management

- Objectives of performance management system in strategic human resource management
- Performance Management methods
- Developing performance management system
- Process of performance objectives integration
- Challenges in managing employee's performance
- Performance, reward and staff development

Module 7 : Learning and Development

- Overview of the learning and development functions in organisations
- Adult learning theories and styles
- Learning needs analysis and setting learning 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 systems
- Managing conflicts at workplace
- Employee relations and industrial relations

Module 9 : Principles of HR Analytics

- The rise of data-driven HR
- Key technologies
- Understanding data
- Turning data into insights through AI and HR analytics
- A data-driven approach to HR

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



MODE OF DELIVERY

The Professional Diploma in Human Resource Management and Development is an 18-month part-time programme. Students attend 4-hour classes on Saturday afternoons (2pm - 6pm) with 2 weekday evenings (7pm - 10pm) for workshop on Academic Writing Skills at the beginning of the course. There will be 53 sessions in total. All lectures, teaching materials and assessment are in English.

There will be 5 sessions per module, 8 sessions for English Communication Skills Workshop in this course. Lecturers are specially selected to provide the best available expertise in the various areas.

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.

TUITION FEE

HK\$30,500 in 1 payment*

* All fees are subject to change without prior notice



ENTRY REQUIREMENTS

Applicants shall hold:



- (a) an Associate Degree or a Higher Diploma awarded by a recognized institution in Hong Kong; or
- (b) a bachelor's degree awarded by a recognized institution.

Applicants who do not possess the above academic qualifications but are aged 21 or above and have relevant work experience will be considered on individual merit.



QF Level : 5
QR registration No. : 14/003222/L5
Validity Period : 25/10/2014 to on-going



This Programme has been included in the list of reimbursable courses for the Government Continuing Education Fund.

APPLICATION

All applicants are required to complete the enclosed application form with relevant supporting documents, one photo, and submit to any of our enrolment centres.

You may also submit your application by post to the following address:

Attention: Miss Betty Kwong

HKU SPACE, 34/F United Centre, 95 Queensway Hong Kong

(Application for Professional Diploma in HRM and D)

All applications must be accompanied by:

- copies of certified educational certificates;
- one recent photo
- a non-refundable crossed cheque for HK\$150 payable to 'HKU SPACE' as the application processing fee.

ENQUIRIES

Email: betty.kwong@hkuspace.hku.hk

Tel: 2975 5690

HKU Campus

3/F, T.T. Tsui Building,
The University of Hong Kong
Weekdays: 8:30 a.m. to 6:00 p.m.
Saturdays: close
Tel: 2975 5680

Admiralty Learning Centre

3/F, Admiralty Centre,
18 Harcourt Road, Hong Kong
(Exit A, Admiralty MTR Station)
Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: 8:30 a.m. to 5:30 p.m.
Tel: 3761 1111

Island East Campus

2/F, 494 King's Road,
North Point, Hong Kong
(Exit B3, North Point MTR Station)
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 King's Road,
North Point, Hong Kong
(Exit B, Fortress Hill MTR Station)
Weekdays: 8:30 a.m. to 7:30 p.m.
Saturdays: close
Tel: 3762 0888

HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus

1/F, HPSHCC Campus, 66 Leighton
Road, Causeway Bay, Hong Kong
Weekdays: 9:00 a.m. to 5:30 p.m.
Saturdays: close
Tel: 3923 7171

Kowloon East Campus

1/F, 28 Wang Hoi Road,
Kowloon Bay, Kowloon
(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



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