chrmp®

CERTIFIED HUMAN RESOURCE MANAGEMENT PROFESSIONAL

PROGRAM PLAN
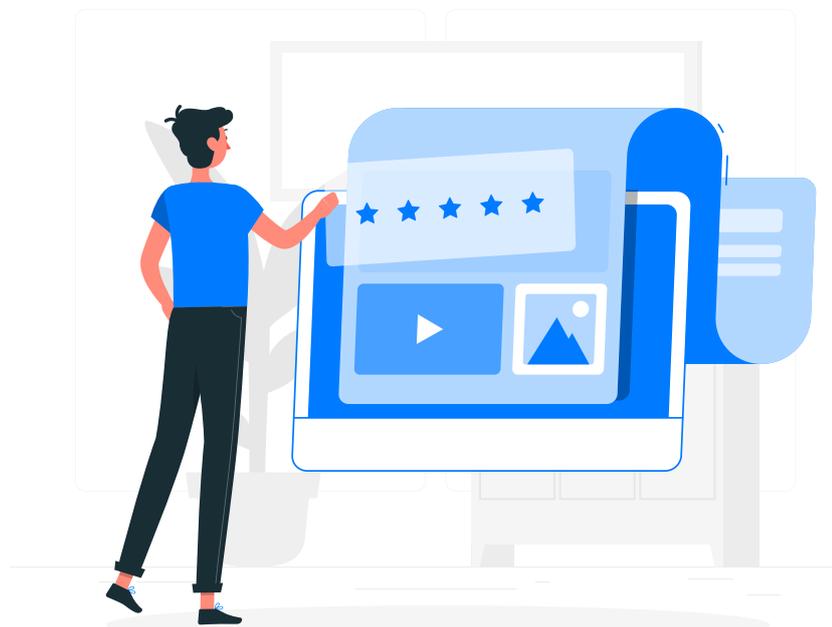

HRBP ADVANCED

Certification Partner

Mercer | mettl

Contents

About CHRMP

CHRMP – Certified Human Resource Management Professional program is a premier certification worldwide for professionals and aspirants in the field of Human Resources. The program has different levels of certification for different experience levels and specialization groups.

CHRMP certification program is designed and developed to cater to the dynamic domain of Human Resources comprehensively and practically. A CHRMP credential holder would have demonstrated knowledge of HR principles, awareness of the intricacies of the various functions within HR (at varying levels of depth), practical application of the concepts in real-life situations, and the ability to expand and build on their knowledge creatively.

The training courses provided are competency-based and practical and delivered by industry professionals who are consultants to Fortune 100 organizations. The pedagogy focuses on real skills which are immediately transferrable to the workplace. Various flexible and modular options are available for attending the sessions with various learning partners and training organizations.

CHRMP Certification program is highly acclaimed with certified professionals holding distinguished positions in organizations across the globe in more than 52 countries - Afghanistan, Australia, Bahrain, Bangladesh, Bhutan, Botswana, Canada, Cameroon, Cambodia, Costa Rica, Egypt, Ethiopia, Ghana, Hong Kong, India, Indonesia, Iran, Iraq, Italy, Ivory Coast, Jordan, Kazakhstan, Kenya, Kuwait, Lebanon, Malawi, Malaysia, Maldives, Mauritius, Nepal, New Zealand, Nigeria, Oman, Pakistan, Peru, Philippines, Portugal, Qatar, Rwanda, Saudi Arabia, Singapore, Somalia, Sri Lanka, Tanzania, Thailand, Uganda, United Arab Emirates (UAE), United Kingdom (UK), United States of America (USA), Yemen, Zambia, Zimbabwe.

CHRMP Certifications are offered in partnership with Mercer Mettl.

Course Overview

HRBP Advanced validates your mastery in the area. It demonstrates that you have exceptional skills in managing and running HRBP Advanced functions successfully in an organization. Going beyond the conceptual framework and its execution, the HRBP Advanced certification empowers you with implementation capabilities at strategic and execution levels.

The evaluation mechanism validates the credential holder's knowledge of the HR Analytics functions, the relevant roles and the various activities they perform.

The pre-recorded lessons, available online, comprises learning modules that you can complete at your own pace. Each module consists of videos, quizzes and additional resources that will make learning fun and help ensure that the concepts are as simple as possible to implement in real life situations.

HRBP ADVANCED MODULE

Modules: 10 self paced modules

Language: English

Ongoing Support:1 year

Certification: CHRMP & Mercer Mettl

Troubleshooting Weekly Webinars (for one year) : Yes

Digital Certification: Yes, Blockchain Verified with Digital Badge

Access: 12 Months

Subtitles: English

Community Access: Yes

What will you get?

More than 100 4K-Videos Lessons

1 Year LMS Access and Support

Global Certification with Mercer Mettl

Blockchain Verified Digital Credential

Weekly Webinars with Practicals

Ongoing support for 12 months

Complimentary Recertification

Access to CHRMP Alumni Network

Who Should Take This Course?

The CHRMP Advanced certification programme is designed for HR Professionals aspiring to fast track their careers in HR through cutting edge applications. Therefore candidates should already possess execution level knowledge of the HR domain and have relevant work experience. Indeed, these are prerequisites for earning this certification.

The eligibility criteria are set to ensure that participants are ready to meet the programme challenges and pace.

If you recognise yourself as any of the below, the Advanced programme is the right fit for you:

✓ Graduates having at least three years of prior work experience in the field of HR

✓ Postgraduates having at least two years of prior work experience in the field of HR

✓ Non-graduates having at least five years of work experience with more than 500 hours of HR experience

✓ CHRMP Foundation certified students having at least two years of prior work experience in the field of HR

✓ Graduates having five years of experience in domains other than HR

✓ Post Graduates having three years of experience in domains other than HR

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CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

HRBP Advanced Certification Examination

The credibility of the CHRMP certification is validated by best-in-class testing standards and delivered in partnership with Mercer Mettl. The exams are computer-based, which you can take either from the comfort of your home or from the nearest Mercer Mettl test centre. The multiple choice format exam will assess your knowledge, skills and ability to apply concepts and learnings to real life situations

Examination

The certification exam consists of 60 multiple choice questions to be answered in 95 minutes. The questions are a mix of conceptual and practical case study type. One can take the exam at any designated Mercer Mettl Center or web proctored in the comfort of one's own home

Certification

Upon successfuly completing the certification, you receive a physical certificate validated by Mercer Mettl. You also receive a digital certificate through Accredible, verified and secured with Blockchain technology.

Who Will You Learn From?

The self-paced programme has been designed by our team of HR Professionals and consultants, who draw on rich experience from working across industries. The syllabus has been framed to enable you to learn from the comfort of your home and at the pace you find comfortable. The structure, too, has been formulated keeping in mind the experience and the qualification of participants.

You will have access to live troubleshooting and uncertainty clearing sessions with our facilitators during the course of your programme. Additional resources include our series of continuous webinars on the most relevant HR topics, which are conducted by our team of subject matter experts.

What Will You Learn?

Methodology

| Pre-recorded videos | Assignments | Presentations | Quizzes |

01. Job Analysis

Learning Objectives

- Conduct Job analyses in a scientific manner using various research methodologies.
- Create Job descriptions and job specifications for various roles.

Focus Areas

- Introduction to Job analysis.
- Methods of Job analysis.
- Sources of data.
- Job data segregation.
- Job descriptions and Job specifications.
- Creation of Job descriptions and Job specifications.

02. Competency Mapping

Learning Objectives

- Recognise and enumerate the required competencies for various roles.
- Write competency indicators properly and use competency matrices for making HRM decisions.
- Apply the knowledge of competency-based HRM in live and real life environments.

Focus Areas

- Introduction to competency-based HRM
- Understanding competency
- Competency-based HRM vs traditional HRM.
- Competency mapping
- Writing competency indicators
- Understanding competency matrices
- Understanding competency frameworks

03. Talent Acquisition

Learning Objectives

- Perform HR planning for a specific department or the organisation as a whole.
- Apply the latest industry trends in recruitment and selection to organisational needs.
- Construct different selection tests to assess competencies and skills of candidates.
- Negotiate effectively with candidates to arrive at win-win scenarios.
- Innovate and influence to bring about positive change in recruitment.
- Devise good behavioural questions on required criteria.
- Defend selection choices and provide data for these.

Focus Areas

- Organisational planning for recruitment.
- Staffing – workforce planning.
- Case study – manpower planning.
- Recruitment – concepts and strategies.
- Trends in recruitment
- Selection process
- Selection test design
- Standards and objectives
- Reliability and validity

04. Behavioural Event Interviewing

Learning Objectives

- Demonstrate the superiority of behavioural interviewing vis-à-vis traditional interviewing as a technique for candidate selection.
- Construct effective BEI questions to test competencies required for a role.
- Use strategies and skills to probe and elicit relevant information and details during an interview.
- Identify the STAR in a candidate's response.

Focus Areas

- Introduction to the job interview.
- Types of interview questions.
- The behavioural event
- interview.
- Structure of a behavioural event interview.
- Finding the STAR.
- Strategies for conducting a BEI.

05. Managing & Appraising Performance

Learning Objectives

- Establish performance standards for appraisal.
- Enumerate the correct metric to be used as KPIs and KRAs for roles in MBO.
- Evaluate the numerous appraisal methods and select the one best suited to the organisation's culture and requirements.
- Analyse performance appraisal data, diagnose errors and recommend corrective actions.
- Coach managers on the organisation's performance appraisal process.
- Devise behaviour statements that can be used as a part of BARS.
- Deploy succession planning systems to protect critical roles.
- Develop performance improvement plans.

Focus Areas

- Introduction to performance management.
- Importance of performance management processes.
- Objectives and uses of performance management.
- Performance Appraisal process
- Traditional methods of performance appraisal
  - ✔ Critical Incident Method
  - ✔ Graphic rating scale method
  - ✔ Behaviourally anchored rating scales
- Management by objectives.
- 360-degree appraisal.
- Assessment centres.
- Ongoing coaching and feedback.
- Errors in performance appraisal.

06. Learning & Development

Learning Objectives

- Manage the L&D function for an organisation using the ADDIE Model.
- Conduct needs analyses for relevant positions within an organisation.
- Implement experiential learning techniques to bring about positive change.
- Apply adult learning principles in designing training programmes.

Focus Areas

- Introduction to Learning and Development.
- DNA of training – KSA.
  Four levels of skill development.
- Types of learning programmes.
  Approaches to training.
- ADDIE Model – an introduction to the phases.
- **Analysis:**
  - ✔ Methods;

- Create L1 feedback forms and L2 pre-/post-training self-evaluation forms for participants.
- Evaluate the effectiveness of training programmes based on Kirkpatrick's evaluation model.

- Triangulation;
- Report;
- Design;
- Learning models;
- Kolb's experiential learning cycle;
- Bloom's taxonomy;
- Designing training plans;
- Development;
- Implementation;
- Evaluation (criteria of evaluation, methods and Kirkpatrick's Model).

07. Employee Engagement

Learning Objectives

- Create questionnaires for employee engagement surveys.
  Design a robust exit interview questionnaire.
- Calculate absenteeism and attrition rate and devise measures to control them.
- Explore options for improving performance or changing behaviour before recommending terminations.
- Collect and analyse data on retention and employment experience of employees.
- Formulate ER initiatives, keeping in mind Maslow's Hierarchy of Needs.

Focus Areas

- Introduction to employee engagement.
- Need for employee engagement.
- Factors affecting employee engagement.
- Meeting human needs through employee engagement.
- Understanding and measuring absenteeism.
- Understanding and measuring attrition.
- Assessment centres.
- Employee engagement surveys.
- Employee engagement and other functions in HR.

08. Compensation & Benefits Planning

Learning Objectives

- Balance the various equities impacting compensation planning.
- Formulate strategies for reducing com-

Focus Areas

- Designing compensation plans.
- Internal equity.
- External equity.

pensation turnover.

- Understand pay structures and salary plans that are consistent with the organisation's goals.
- Develop reward systems to encourage performance and retain employees.
- Demonstrate awareness of statutory compliances, government and laws.
- Analyse latest trends and schemes in compensation to gauge alignment with the work environment.

- Individual equity.
- Salary slabs.
- Flexible structures.
- Survey studies.
- Salary trends.
- Emerging trends.
- Optimisation of compensation.
- Point plan method

09. HR Policies

Learning Objectives

- Identify the critical people factors impacting strategic decisions in organisations.
- Design complex HR architecture, policies and processes for effective resource management.
- Appraise and modify existing HR policies or formulate comprehensive policies as per guidelines

Focus Areas

- Introduction to HR policies.
- Vision and value alignment in HR policies.
- Policy classification.
- Understanding of HR policies and procedures.
- Creation of HR policies.
- Structure of HR Policies.
- Most used HR Policies.
- Case discussion.

10. HR Operations

Learning Objectives

- Prepare the different types of agreements and contracts used by the HR department.
- Understand the critical and the general criteria for background verification.
- Assist new joinees with completion of forms and joining formalities.
- Design HR processes and systems to improve effectiveness of HR operations.
- Maintain data integrity through accuracy and attention to detail.
- Review candidate application forms and initiate background verification.

Focus Areas

- Introduction to some HR agreements / contracts.
- Offer letter.
- Appointment letter.
- Terms of employment.
- Bonds.
- Contracts and service agreements.
- Background verification.
- Joining formalities
- Leave Management

What Credential Holders Say

If you want to ace it in HR, both as an entrant to the role or as a seasoned professional who is looking at enhancing their competence, then CHRMP is for you. I highly recommend it because it helps provide clarity for the role that HR and HR personnel play in a VUCA world. It gives you access to a rich alumni network of HR professionals who now hold critical and leading HR roles in Comp & Ben, L&D, Talent Management, and HR Business Partnering roles. It is designed for the modern HR professional who is now a key go-to strategy enabler for the CEO of the business.

The content too is customized and allows you the experience of either gaining competence in all areas of HR or specific areas that matter most to you based on your role and tenure. And, depending on your learning style, the course is offered in the online, self-paced, and classroom formats. So, it's a highly customer- as well as business-centric Certification that truly sets you apart when you're in the job market!

Mukund Ganapathy,
Sr. L&D Business Partner, Amazon

amazon

I wanted to get international certification that will be an added value for my HR career. While going through the certification process, I found the learning process to be smooth and easy. The videos are clear, the topics are well chosen. I liked the clarity of the modules, the examples given by the trainers. The training course was easy because I felt same as in the classroom, so this is an added value. I specially liked the L&D module. I would surely recommend CHRMP to others looking for a certification in HR. I would like to thank CHRMP team for the support and for being efficient in answering any query.

Joanna Elias,
HR Assistant, United Nations

United Nations

Our alumni work at

Your Success Team

Our team is here to offer you help every step of the way.

Expert Facilitators: Our dedicated team of expert facilitators have worked in and consulted with Fortune 500 companies in the domain of Human Resource Management. They are also certified in instruction design and delivery to ensure you have an exceptional learning experience

Program Coordinators: Program Coordinators work with you to ensure you have easy and ready access to the schedule, help you with any issues with your registration and technical credentials. Program coordinators also help you access the CHRMP Academy for the session recordings and additional resources.

Community Manager: The Community Manager helps you join the commuity forum and network with other CHRMP credential holders. Sharing opportunities and resources, while also benefitting from the wisdom of the crowds is an important part of being aa CHRMP credential holder.

Mentor / Subject Matter Experts: Other than the facillitators, the Subject Matter Experts are also available to help you solve your specific doubts and clarify concepts and apply them to your specific context.

Certification Process

Choose the HRBP Advanced Certification

✓ Register for the program and pay the fees

✓ CHRMP Program coordinators connect with you for completion of administrative process

Learn through self-paced sessions

✓ Virtual Classroom video sessions with quizzes, presentations and case study discussions

✓ Ongoing facilitator support for 12 months

✓ 12 months access to recorded sessions with course material and guidebooks

Take your certification exam

✓ Webcam proctored examinations from your home.

✓ 5,600 test centres across 196 countries and territories

Get your CHRMP credentials

✓ Get your blockchain-verified digital certificate, through Accredible.

✓ Add this to your LinkedIn and other social networking accounts.

✓ Join your local CHRMP Alumni chapter and continue to reap the benefits of being a member of our worldwide community of certified HR professionals.

Next Steps

Visit www.chrmp.com go to MidCareer > CHRMP Advanced

STEP 01

STEP 02

Scroll down and click on the Buy Now button (Choose desired currency)

Fill out your billing address and payment details.

STEP 03

STEP 04

Create your account and start the training & certification process.

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