

PGDHRM

Postgraduate Diploma in Human Resource Management



COURSES OF PGDHRM PROGRAM

Program Overview

The courses of PGDHRM will cover various aspects of HRM to help students understand the different leadership patterns that an organization has adopted from planning to implementing various strategies that match with the goals of the organization. It will help students learn new human resources techniques and innovations. Management of human resources is the foundation of all the organizations. This fits with the requirements for manpower for both present and future needs. The program includes learning through practical work, case studies, industry interface, comprehensive exam, and project work covering various areas of human resource management. Students will gain a thorough understanding of both the administrative and behavioral aspects from offered courses. It prepares them to learn different perspectives for their future role. It will also help them become a better professional because the role of human resource management is similar in an organization for every other management function.

Department of Management and Human resource management of AIUB also partners with the BSHRM (Bangladesh Society of Human Resource Management), a leading professional HR association of Bangladesh assist business and industry in providing advanced management systems and professional quality programs courses. (For information, please see the university website).

Program Objectives

The PGDHRM course covers various aspects of HRM to help students:

- Understand the different management trends that an organization has followed from planning to executing various strategies that align with the goals of the organization
- Learn new human resource strategies and technologies
- Aware of the needs of the rapidly growing and changing environment and practices of Human Resource

Program Outcomes

After the completion of this program, students will be able to:

- Foster an aptitude to understand different people management facts and facets and gain an understanding of policies and practices
- Breed an understanding of Human Resource's legal aspects
- Know how to use the information technology and its application in the Human Resource Management context
- Solve creatively complex market challenges
- Evolve students to become more professional in the field of human resources management
- Acquire skills in leadership
- Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships

PROGRAM HIGHLIGHTS OF PGDHRM

Program Structure

The entire program is structured to be completed within 24 weeks of study, consisting of two semesters, and to be completed within 12 weeks of study each semester. This program is made up of 6 (six) 18 credit hour courses, each with three credits. After completion of each semester, students are required to give a comprehensive examination and to submit a compulsory final project along with a viva-voce to understand the theoretical and practical issues found in the final project.



Course List

TERM I

Course Code	Pre-Requisite	Course Title	Credits
PHRM1	N/A	Fundamentals of HRM	3
PHRM2	PHRM1	Performance & Compensation Management	3
Total Credit			6

TERM II

Course Code	Pre-Requisite	Course Title	Credits
PHRM3	PHRM1	Professional & Organizational Development	3
PHRM4	PHRM1	Strategic Human Resource Management	3
Total Credit			6

TERM III

Course Code	Pre-Requisite	Course Title	Credits
PHRM5	PHRM1	Labour Law & Compliance Management	3
PHRM6	N/A	HRIS, HR Metrics and Analytics	3
Total Credit			6

Class Schedule

CLASS TIME

Slot 1

09.00 AM - 11.00 AM

Slot 2

11.00 AM - 01.00 PM

Every week, two classes will take place on Friday.
Each class duration is 2 hours.

Admission Requirements

- Minimum Bachelor's degree from any recognized University/College
- 2 Passport size photograph (write your name on the back)
- NID Photocopy
- Photocopy of all Certificate & Mark-sheet

Diploma Requirements

Students must complete the following six courses with a minimum 2.5 CGPA.

Program Fee

BDT 40,000

PHRM1: FUNDAMENTAL OF HUMAN RESOURCE MANAGEMENT

The aim of this course is to provide students with knowledge of the basic human resource management (HRM) function. All potential employees and managers need to understand HRM functions ' challenges, functions and issues. It is assumed that all aspects of HRM include how companies interact with the environment: recruiting, planning, creating and compensating employees; and planning and evaluation is vital to help employees and managers address their competitive challenges and make the right decisions.

PHRM2: PERFORMANCE AND COMPENSATION MANAGEMENT

The main goal of the course is to impart knowledge about the performance management process and its relation to the administration of compensation. The course is designed to promote understanding of issues related to salary administration, procedures and approaches on performance management for managers and HR professionals.

PHRM3: PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

The objectives of this course are to provide a significant strategic approach to fulfill the goal of any organizations by providing training programs along with soft skills development for Professional and Organizational Development of its human resources. For global competition and advent of new technologies, training and adaptation of different soft skills improve productivity, efficiency, and effectiveness in an organization.

PHRM4: STRETEGIC HUMAN RESOURCE MANAGEMENT

The course aims at exploring the relationship between people management and achieving the strategic goals of a company as well as discussing the strategic position that human resource management plays in establishing competitive advantages for organizations.

PHRM6: HRIS, HR METRICS AND ANALYTICS

The objectives of the course are to introduce the student to the theory, concepts, and business application of human resources research, data, metrics, systems, analyses, and reporting. The student will develop an understanding of the role and importance of HRIS, HR analytics, and the ability to track, store, retrieve, analyze and interpret HR data to support decision making. The student will use applicable benchmarks/metrics to conduct research and statistical analyses related to Human Resource Management, and will prepare reports to present findings and recommendations.

PHRM5: LABOUR LAW & COMPLIANCE MANAGEMENT

This course aims to provide the necessary knowledge and skills to understand and support Bangladesh's regulatory compliance and labor law. It educates employees about the laws or regulations that apply to their job or industry function. Good corporate compliance programs and labor law enforcement help prevent poor behavior and ensure good governance in any type of organization. This knowledge-base course will offer to the students about social compliance regarding employment and workers such as child worker, adolescent worker forced labor discrimination, harassment and abuse. This course also includes compliance regarding working conditions, occupational safety, health and welfare, security compliance.





Contact Us

INSTITUTE OF CONTINUING EDUCATION

American International University-Bangladesh



+880 1630 665 666



ice@aiub.edu



Plot 58/B, Road 21, Block B, Kemal Ataturk Avenue,
Banani, Dhaka