

Examination:	
With Batch: <input type="checkbox"/>	
Separate Batch: <input type="checkbox"/>	Batch No.: <input type="text"/>



OPERATIONAL LEVEL

LECTURE COVERING FORM - PQHRM

Name of the Applicant :

Index No :

Mobile Number :

Email Address :

Course Coordinator's Copy

**All Relevant Fields To Be TICKED (✓) By The Student*

		FOR OFFICIAL USE ONLY							
		✓	Covering Batch No	Date	Time	Venue	Student's Signature	Lecturer's Signature	Business School Signature
TOPICS / SESSIONS		PILLAR 2 / OP-P2-S09 : MANAGEMENT PROCESS							
1	Management Thoughts & Concepts								
2	Functions of Management								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S01 : OVERVIEW OF HRM							
3	Concepts, Definitions, Evolution of HRM and HR Functions								
4	HR Architecture								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S02 : EMPLOYEE RESOURCING							
5	Employee Resourcing and Pre-requisites for HR Planning Process								
6	HR Planning Process								
7	Employee Recruitment								
8	Employee Selection								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S03 : PERFORMANCE MANAGEMENT							
9	Introduction to Performance Management, Process and Actions								
10	Employee Reward and Development								
11	Performance Review Interview and Performance Counselling								
12	Managing Under-Performers and Performance Management Roles								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S04 : REWARD MANAGEMENT							
9	Practice of Reward Management								
10	Job Evaluation and Pay Structures								
11	Incentive Scheme								
12	Contingent Pay, Performance Management and Reward								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S05 : LEARNING AND DEVELOPMENT							
13	Learning Philosophy								
14	Role of L&D & Organizational Success								
15	Identifying L&D Needs, Designing & Resourcing of Training								
16	Delivering L&D, Return of Investment and Evaluation of L&D								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S06 : EMPLOYEE RELATIONS							
17	The Employee Relation Process, Employee Communication and Employee Voice								
18	Grievance Handling Process								
19	Disciplinary Management-I								
20	Disciplinary Management-II								

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TOPICS / SESSIONS		PILLAR 1 / OP-P1-S07 : HR POLICIES AND PROCEDURE							
21	An Overview to HR Policies and Procedures								
22	Designing & Develop HR Policies and Procedures								
TOPICS / SESSIONS		PILLAR 1 / OP-P1-S08 : HEALTH, SAFETY AND WELFARE							
23	Work Environment								
24	Employee Health, Wellness and QWOL								
25	Introduction to OSH								
26	Health Issues in the Workplace								
27	High Risk Work Situations								
28	Practical Aspects Pertaining to OSH								
TOPICS / SESSIONS		PILLAR 5 / OP-P5-S10 : RESEARCH METHODOLOGY							
29	Special Workshop								
TOPICS / SESSIONS		PILLAR 7 / OP-P7-S11 : SKILLS DEVELOPMENT PART I							
30	Working Teams								
31	Personal, Social, Dress and Dining Etiquette								
32	Communication Skills								
33	Presentation Skills								
TOPICS / SESSIONS		PILLAR 8 / OP-P8-S12 : ORGANIZATIONAL BEHAVIOR & CULTURE PART I							
34	Organizational Behavior & Its Impact								
35	Personality, Values & the Workplace								
36	Perception & Individual Decision Making								
37	Attitudes, Job Satisfaction and Organizational Commitment								