

This course has been fully accredited by a UK recognized awarding organization.

Certified Project Management for the Human Resources (PMHR)[™]



Program Overview

Human Resource Professionals deal with major program and organizational changes brought about by offshoring, outsourcing, restructurings, downsizing, as well as ongoing changes in revising and updating human resource programs. There is an overwhelming need for human resource professions to do more with fewer resources.

As an HR professional, you are already managing projects every day! Human resource professionals, regardless of their specific role and responsibilities within the organization, must know how to manage projects in order to effectively support the business.

This highly interactive and specialized course is designed to expand your understanding of project management principles for the HR professional, it will raise awareness of skills and knowledge needed to successfully execute project plans and manage change initiatives, build understanding of potential risks and pitfalls as well as provide a framework for leadership and teamwork excellence.

This program covers key project management techniques for human resource professionals through a series of dynamic presentations, cutting edge videos, exciting group activities, and real-world applicable case studies. Delegates will learn about the practical skills required to manage projects and operations successfully and at the same time gain insight into how such skills can be applied by the human resources professional.



The iIET is recognized by SHRM to offer
Professional Development Credits (PDCs) for
the SHRM-CPSM or SHRM-SCPSM



The iIET programs have been fully
accredited by Qualifi, an official UK
Government recognized awarding body.

Benefits of an Internationally Accredited Certification

- Our accredited courses have been independently assessed to ensure a **consistent and high quality** service.
- Our accreditation provides proof that we comply with **industry best practices**.
- Our accreditation demonstrates that our presenters have **vast technical knowledge and experience**.
- Studies have shown that individuals that attain international accreditation/certification are more likely to achieve **higher salaries** and be **promoted** over those individuals that are not.

Key Takeaways



1. Compile an essential toolkit for running effective HR project



2. Develop a Work Breakdown Structure when defining and assigning project tasks to teams



3. Understand and apply various change management models.



4. Identify and analyze stakeholders and the level and frequency of stakeholder engagement in a project



5. Learn the common project pitfalls and how to mitigate them to ensure project success.



6. Define the leadership qualities needed to manage, monitor and direct project teams, establish accountability, level of authority, problem solving and motivate performance



7. Discuss best practices of teambuilding concepts and people management

Why People Choose to learn with the iIET...

Our unique approach brings together...

- Internationally recognized accreditation
- latest case studies from the worlds top companies
- most cutting-edge multimedia available



Our course content is designed to fit every learning style and support the non-English speaking audience.

Who Should Attend This Program

Human Resource Specialists, and other HR professionals at all career levels working in the areas of...

- HR Policies and Procedures
- Employee Relations
- Employee Communications

***Successful completion of the course makes you a Certified Project Manager for Human Resources Professional. You can use the designation of PMHR[™] on your resume and business card.**

Course Requirements

Delegates must meet the following criteria to be eligible for certificate of completion:

- 1. Attendance** – delegates must attend all sessions of the course. Delegates who miss more than two hours of the course sessions will not be eligible to sit for the Project Management for Human Resource Professionals (PMHR) examination.
- 2. Successful completion of the course exam**– Upon completion of this training course you will receive your certificate which has been fully accredited by Qualifi Limited; a UK recognized awarding organization

***Personality Profiling Test valued at \$275 is included in this program**

***Earn Professional Development Units towards maintaining your relevant certification/license.**

*** Earn PDC's (Professional Development Credit) upon successful completion of this program toward SHRM.**

-Topics That Will Be Covered-

Introduction to Project Management

- History of Project Management
- Definition of a project
- Project life cycle
- Key knowledge areas of project management
- Why do projects fail
- **Case Study:** The Trophy Project– Failures in Project Management

Project Planning and Scheduling

- Scheduling and Planning (Work breakdown structures)
- Gantt and PERT Charts
- Critical Path of project activities
- Project Scope Management

Group Activity: Creating and designing a critical path

Develop Human Resource Project Plan

- Overview of the Human Resource Project Plan
- Human Resource Project Planning Process
- The Three Inputs to Develop Human Resource Project Plan
- Tools and Techniques for the development of Human Resource project Plan Process

Finance

- Introduction to financial management
- Why HR Professionals should learn financial management
- Estimation techniques: Earned Value Analysis

Group Activity: Conducting earned value analysis

Decision Making Techniques and Risk in Human Resource Projects

- Quantitative Risk Management
- Fundamentals of risk (e.g., what is risk?)
- Methods for dealing with risk and uncertainty
- Risk assessment and project management process
- Decision trees: To hire or not to hire?

Group Activity: Build a decision tree to evaluate projects

Stakeholder Analysis and Management

- Stakeholder Analysis: Importance vs. Influence
- Sorting the stakeholders
- The stakeholders engagement pyramid
- Project lifecycles and stakeholders analysis

Group Activity: Identifying Your Stakeholders PMBOK Guideline

Case Study: Stakeholder Engagement at Kellogg's

-Topics That Will Be Covered-

The 6 Principles of Global Project Talent Management

- Alignment global project talent management with corporate strategy using example from General Electric (GE)
- Internal Consistency using example from Siemens
- Cultural Alignment of Management and the Project Team: aligning global talent with the corporate culture using example from IKEA and IBM
- Involvement of all levels of management using example from Procter and Gamble (P&G)
- A Balance of global and local needs, the importance of consistency using example from Rolls Royce
- Employer branding through differentiation using example from Shell

The Change Management as a Human Resource project

- Emotional Cycle of Change
- Dr. John Kotter's 8 step process for leading change
- Project Scope: Change request

Develop the Optimal Human Resource Project Team

- Form, Storm, Norm, Perform, Adjourne
- Team Building
- **Group Activity:** Johari Window Self-Awareness Activity
- Leadership Styles - The Foundation for Team Effectiveness
- Hershey-Blanchard Model for managing project teams
- **Group Activity:** Emotional Intelligence

Strategies for optimal project teams

Employee Engagement
Work-life balance
Incentives – What really motivates us?

Case Study: Employee Engagement at Harrods

Case Study: Work- life balance

This course will provide in-depth perspectives from the following companies...

