

AT CROSSROADS IN YOUR CAREER?

## TRANSFORM YOUR CAREER WITH IBA ADVANTAGE

South Asia's Premier Business School

**Dream. Learn. Discover.**

# Post-Graduate Diploma (PGD) in Human Resource Management (HRM)

**IBA CEE** Center for Executive Education  
Institute of Business Administration

### Program Overview

PGD in Human Resource Management will equip the students with the knowledge and skills required for managing human resource and organizational culture in a way that contributes to the development of individuals and organizations. It will provide requisite academic perspective and help participants to understand and apply it judiciously in their work environment. It will help participants create more productive & satisfying workplaces for themselves & others.

### Who Should Apply?

HR Executives/Managers, Legal & financial experts, who wants to gain insight to the working of HR systems in organization, and Graduates who want to have an additional specialization.

### Who Should Apply?

Applicant must have a bachelor's degree from HEC recognized educational institution in any area of study

(or particularly in Human Resource Management) and:

- 16 years education with three years' post qualification work experience Or
- 14 years education with six years' post qualification work experience

Preliminary Interviews will be conducted to shortlist the candidates.

### Salient Features

- 1 year weekend program Leading to EMBA (ideal for working professionals)
- Case Study based teaching
- Real life learning
- Simulations
- Guest speaker sessions
- Educational trips to organizations
- Live Projects
- Video Conferences

### Learning Outcomes

#### Students will:

- Be able to equip with a wide range of HRM global concepts, allowing them to achieve in-depth understanding of the fast developing field.
- Learn procedures, concepts and theories associated to practical HR issues in modern organizations to become a responsible human resource manager.
- Learn to manage change within an organization and will be able to demonstrate the best ways to manage employees.

### Courses

#### Core Courses:

1. Organization Structure & Culture
2. HR as Strategic Partner
3. Selection and recruitment

4. Performance Management System
5. Employee engagement and relation
6. Compensation and benefits Management System
7. Managing employee relation
8. HR Operation/MIS/IT/Human resource information system HRIS

#### Elective Courses:

1. Employer brand & employee value proposition-EVP
2. Coaching, counseling, mentoring and consulting
3. Diversity and inclusion
4. Fundamental Leadership
5. Ethics, legal and Regulatory consideration in HR
6. Individual in an Organization
7. Motivation and Change management
8. Learning & development and Talent Management
9. Communication and change management

## Faculty

The top leading faculty for the program is drawn from a mix of academicians, industry practitioners and globally renowned professionals.

## Timeline

Activity	Date
Online Forms availability	November 9, 2014
PGD Open Information Sessions	November 15 & 22, 2014
Submission of forms deadline	December 1, 2014
Interviews & Admission offers	December 17 to 19, 2014
Fee and Document Submission	December 29, 2014
Orientation Ceremony	January 2, 2015
Classes commence	January 3, 2015

## \*Performance Evaluation

Evaluation of the students shall be based on:

Course Evaluation	
Class Participation/ Presentation/ Quiz	15%
Midterm exam	20%
Case study	20%
Group Project	20%
Final Exam	25%
TOTAL	<b>100%</b>

(\*subject to change as per nature of courses)

## Class Timings

**Saturdays:** 02:30 pm to 09:00 pm

**Sundays:** 10:00 am to 05:00 pm

## \*Fee Structure

Processing Fee	PKR 3,500
Security Deposit (Refundable)	PKR 20,000
Diploma Certificate Fee	PKR 5,000
Fee per course (if paid in full)	PKR 30,000
Fee per course (if paid in installments)	PKR 35,000

Tuition Fees	Semester 1	Semester 2	Semester 3
If paid in full (advance)	PKR 120,000	PKR 120,000	PKR 120,000
If paid in 3 equal installments	PKR 140,000	PKR 140,000	PKR 140,000
Total Fee (if paid in Advanced)	PKR 368,500		
Total Fee (if paid in 3 equal installments)	PKR 428,500		

\* Students are required to arrange for their own books and photocopying etc.

## Apply Online at:

<https://onlineadmission.iba.edu.pk/>

Last date to submit forms: December 01, 2014

Classes commencing from January 3, 2015

## For further details:

Center for Executive Education (CEE)  
Institute of Business Administration (IBA),  
City Campus. Off Garden Road, Karachi-74400.

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