

## ACADEMIC TRANSCRIPT

Certificate Number: **AC-1254-2100247**

This is to certify that the management of Alison awarded **Ryan Hamze** the certificate of completion in **Diploma in Human Resources - Revised 2017** under the category **Human Resources** on **11th September 2018**.

Validation: You can check authenticity of this certificate by visiting the following link:

<https://alison.com/certification/check/%242y%2410%24bR4i62BuNKgnt90vX3sEKuHllQapDiFTvKwecz7GfXmonn1A.lknW>

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### Certificate Details



Diploma in Human Resources - Revised 2017

[Score: 85]

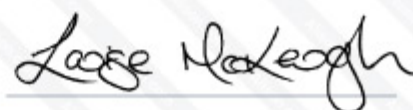
### Course Details

Human resources managers are often promoted as being the most valuable asset an organisation possesses. This is because HR managers coordinate relations between employees and an organisation, ensuring the health, happiness, success, and satisfaction of all employees.

The course begins by describing the role of a human resources manager and the responsibilities that the role requires. The benefits of using an HR consultant, rather than an internal human resources manager, will also be discussed.

Following this introduction, the course delves into the human resources responsibilities for recruiting and hiring prospective employees, including interview techniques and training methods.

Finally, the course discusses methods for giving feedback to employees and, conversely, how to receive feedback from employees. Furthermore, you will learn about the steps involved in terminating an employment contract, from understanding how to carry out a termination interview to explaining to the employee what their next steps should be.



Certification Officer



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### Modules Studied

Module 1: Human Resources Management	Module 2: HR Consultants	Module 3: Job Design and Pay
Module 4: Diploma in Human Resources - First Assessment	Module 5: Recruitment Process	Module 6: Selection Process
Module 7: Interview Techniques	Module 8: Training and Appraisal	Module 9: Diploma in Human Resources - Second Assessment
Module 10: Business Culture	Module 11: Business Ethics	Module 12: Employee Motivation
Module 13: Employee Relations	Module 14: Managing Change	Diploma in Human Resources - Third Assessment
Course assessment		



*Loise MacLough*

Certification Officer