



HUMAN RESOURCE MANAGEMENT DIPLOMA PROGRAM

This program fact sheet is **ONLY** for pre-April 2015 applicants.

DURATION

452 Hours of Study

Part-Time

TUITION

\$6,000 (approximation)

Tuition fees are paid for at time of course registration and vary according to individual course. Please check the PACE website for details.

STARTING

Fall, Winter or Spring Terms

Human Resources Management Diploma Program

The Human Resource Management Diploma is the highest HR educational credential in Manitoba, outside of a business degree. Complemented by its work-ready tangibles, this highly-recognized academic credential, serves both the experienced practitioner lacking formal education and university graduates seeking business expertise.

* PACE will be introducing changes to the Human Resource Management Program in Fall 2015, based on extensive market research and on the forthcoming changes to the CPHR designation.

Getting Started

• To attend a class:

Register online

<http://pace.uwinnipegcourses.ca/register-now>

or submit a completed Registration Form to the PACE Registration Office*

• To enroll in a program:

Submit a completed Application for Admission Form to the PACE Registration Office*

* Courses begin at various times throughout the year. It's never too late to get started. Check our website for the latest offerings and application forms.

Objectives

This program is for individuals interested in:

- Entering or re-entering the workforce;
- Exploring a change in employment focus;
- Moving into a supervisory or human resource management position;
- Pursuing a program of professional development leading to a formal diploma;
- Securing essential workplace knowledge and communication skills to complement an academic degree.

Outcomes

On completion of this program, students should be able to:

- Assume greater levels of responsibility;
- Understand and comply with the employer's legislative and legal obligations;
- Conduct organizational needs assessments;
- Analyze and modify organizational staff development plans;
- Foster a productive and satisfying work environment;
- Evaluate performance and communicate performance issues;
- Develop compensation policies and procedures, and procure benefits.

Tuition

\$6,000 – Approximate cost of program

Tuition fees must be paid for at the time of registration and vary according to individual courses.

Please check our website for specific details.

Academic Advising

Please refer to the PACE website for further information about courses and their prerequisites. To customize an individual learning plan, please contact paccept@uwinnipeg.ca

Program Duration

Admitted students have up to five years to complete the program requirements and may choose to fast-track their studies by taking more than one course per term.

Career Opportunities

- Retention Manager
- Recruitment Manager
- Human Resources Manager
- Corporate Trainer
- Staffing Specialist
- Organizational Development Consultant

Articulation for Credit

Graduates of this program may be eligible for equivalent course credits towards an undergraduate degree at The University of Winnipeg. Please refer to the PACE website, <http://pace.uwinnipegcourses.ca/pathway-s-uw-degrees> for details.

Additional Comments

For information on the CPHR (Chartered Professional in Human Resource) designation, please contact the CPHR Manitoba at (204) 943-2836. or www.cphrmb.ca

Program Requirements

The program consists of three components: core courses, elective courses, and Professional Edge Seminars.

Required Courses: (345 Hours)

- Learning Techniques Seminar (3 Hours)
- Effective Oral Communication (36 Hours) **OL**
- Effective Written Communication (36 Hours) **OL**
- Business Fundamentals (36 Hours) **OL**
- Organizational Behaviour (36 Hours) **OL**
- Principles of Human Resource Management (36 Hours) **OL**
- Compensation and Benefits (36 Hours)
- Recruitment and Selection (36 Hours) **OL**
- Training and Development (36 Hours)
- Managing Occupational Health, Safety and Environment (36 Hours)
- Human Resource Legislation (18 Hours)

Elective Courses: (72 Hours)

Choose two courses from the following:

- Collective Bargaining (36 Hours)
- Labour-Management Relations (36 Hours)
- Essential Skills for Managers (36 Hours) **OL**
- Leadership Development (36 Hours)
- Financial Fundamentals (36 Hours)
- Managing Conflict (36 Hours)
- Project Management Fundamentals (36 Hours) **OL**
- Strategic HR Planning (36 Hours)

OL Available online

Professional Edge Seminars (35 hours)

Completion of five one-day seminars or a combination of one- and two-day seminars (35 hours total).*

* Please note that the Writing at University seminar is a requirement for students who do not have an undergraduate degree.

FOR MORE INFORMATION: PACEpt@uwinnipeg.ca

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