



HUMAN RESOURCE MANAGEMENT DIPLOMA PROGRAM

DURATION 540
Hours of Study

Part-Time

TUITION
\$7,000 (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.

* This program is accredited by the provincial certifying body, CPHR Manitoba and graduates are eligible for the CPHR designation, graduates may also apply for a waiver for the National Knowledge Exam (NKE). *See option 2 under Professional Edge Seminars*

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.
- WHMIS certification is a component of this course

Tuition

\$7,000 – 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

The Human Resource Management Program aligns its knowledge outcomes with industry-recognized standards and best professional practice, earning graduates top scores on the CPHR designation examinations. Further, students will have the opportunity to obtain their WHMIS certification through the Managing Occupational Health, Safety, and Environment course. For information on the CPHR (Chartered Professional in Human Resources) designation, please contact 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: (486 Hours)

- Learning Techniques Seminar (3 Hours)
- Effective Oral Communication (36 Hours) **OL**
- Effective Written Communication (36 Hours) **OL**
- Organizational Behaviour (36 Hours) **OL**
- Principles of Human Resource Management (36 Hours) **OL**
- Recruitment and Selection (36 Hours) **OL**
- Training and Development (36 Hours)
- Compensation and Benefits (36 Hours)
- Managing Occupational Health, Safety and Environment (36 Hours)
- Employment & Labour Law (36 Hours)
- Financial Fundamentals (36 Hours)
- Leadership Development (36 Hours)
- Strategic HR Planning (36 Hours)
- Labour-Management Relations (36 Hours)

Elective Courses: (36 Hours) Choose one course from the following:

- Collective Bargaining (36 Hours)
- Essential Skills for Managers (36 Hours) **OL**
- Business Fundamentals (36 Hours) **OL**
- Managing Conflict (36 Hours)
- Project Management Fundamentals (36 Hours) **OL**
- Managing Organizational Change (36 Hours)
- Cultural Dimensions & Environmental Influences (36 Hours)
- Ethics & Corporate Social Responsibility (36 Hours)

OL Available Online

Professional Edge Seminars (35 hours)

Option 1: Completion of five one-day seminars or a combination of one- and two-day seminars (35 hours total)

***Option 2:** Completion of Case Studies in HR Management (DPS 51116) (36 hours)

***TO ELIGIBLE FOR THE NKE WAIVER YOU MUST CHOOSE OPTION 2**

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

APPLY ONLINE AT PACE.UWinnipeg.ca

FOR MORE INFORMATION: PACEpt@uwinnipeg.ca

MAILING ADDRESS: University of Winnipeg PACE | 515 Portage Avenue | Winnipeg, MB | R3B 2E9 | Canada

LOCATION: Buhler Center | 460 Portage Avenue (at Memorial Boulevard) | Winnipeg, MB