

CERTIFIED

ASSOCIATE IN HUMAN

RESOURCE MANAGEMENT

(CAHRM)



INTRODUCTION

There is a global demand for highly professional & competent Human Resource Managers & Officers. Those who are willing to join HR Field and make their selves as a competent officer and Manager. We as a recognized institute offers a comprehensive training curriculum in this area. IMRTC after recognizing the need and in consultation with senior executives and trainers have come up with a comprehensive certification program:

THE CERTIFIED ASSOCIATE IN HUMAN RESROUCE MANAGEMENT (CAHRM)

ABOUT CAHRM

CAHRM is designed to develop necessary expertise and skills required for HR administration and management with the goal of increasing cost effective productivity, that is efficiency and effectiveness.

CAHRM covers the areas from recruitment, selection, training, compensation, career planning, promotion system, performance system etc and strategic approaches of Human Resource Management for businesses through information technology and ERP, CRM systems. The program follows a systematic learning format with hands on approach including lot of exercises, quizzes, audio-visual aids, case studies, practice sessions and case studies for development of project.

THE AUDIENCE

Anyone involved in HR and/or office management or Administrative Management, an excellent professional qualification for Managers, executive secretaries, & Senior Administrators in any renowned sector, which are working in the professional market. Further who are looking to make their career in human resource management and administration can join this program.

THE CREDENTIALS

The Candidates who are looking to have this certification need a proper training of 32 Professional Training Hours (PTH) from any recognized institute and approved professional trainers of IMRTC.

The program also required a self-develop project on any case study which is provided by accredited training institute or trainer. The project required in soft form and submitted to our concerned training partners or chapters for assessment and after approval the candidate can sit in the final examination of IMRTC.

After passing the certification examination the candidates can use the credentials CAHRM after their name.

PRE-REQUISITE

- Bachelor's degree (high school diploma, associate's degree or the global equivalent)
- No professional experience required
- 32 hours of management education from any accredited IMRTC Institute and accredited Certified Trainer.

PROGRAM CONTENT

This Area provides a detail of Human Resource Management. It covers theory, process and practice of the four fundamental HR management skills: Basics, Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals will cover.

DOMAIN 1: FUNDAMENTALS OF HRM

DOMAIN 2: HRM STRATEGIES

DOMAIN 3: HRM POLICIES

DOMAIN 4: JOB ANALYSIS

DOMAIN 5: RECRUITMENT & SELECTION

DOMAIN 6: PERFORMANCE MANAGEMENT & APPRAISALS

DOMAIN 7: TRAINING AND CAREER DEVELOPMENT

DOMAIN 8: MOTIVATION & REWARDS

EXAM CONTENT PERCENTAGE

The table below prescribes the proportions of examination questions from each section or Knowledge Areas defined above. The exam will be based on multiple choice questions, fill in the blanks and letter writing.

CONTENT	DOMAIN WISE PERCENTAGE
DOMAIN I	10%
DOMAIN II	15%
DOMAIN III	15%
DOMAIN IV	15%
DOMAIN V	15%
DOMAIN VI	10%
DOMAIN VII	10%
DOMAIN VIII	10%

EXAMINATION SYSTEM

The Examinations will be held anytime in a year due to Online Examination system and provided to our accredit partners a testing center by each country chapter; in case chapter is not available in a particular country then candidates can directly approach IMRTC USA examination body through email: Examination@imrtc.org and they will be advised accordingly. The passing criteria shall be 70% of Whole Exam.

IMRTC - USA

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