

# LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

## QQI Human Resources Management 6N3750

Course Information



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## Programme Objectives

### QQI Human Resources Management 6N3750

This module aims to provide learners with knowledge and understanding of the role and function of a Human Resource Manager in a number of different business environments and industry sectors, ensuring that they can work effectively and independently in a functioning Human Resources role.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

### Learning Outcomes

1. Assess the evolution, nature, scope and policy goals of Human Resources Management.
2. Evaluate the relevance of strategic Human Resources Management to organisation performance and business strategy.
3. Explore the benefits and process of human planning, to include appropriate strategies for dealing with labour shortages and surpluses.
4. Assess the goals, benefits, process and methods of organizational motivation, training and development to include the needs for and benefits of a training plan.
5. Evaluate the core objectives, benefits, challenges and methods of performance management, to include evaluation of what constitutes good performance management and reward systems.
6. Explore the role, benefits and methodologies of effective grievance and discipline handling within an organization.
7. Evaluate the theoretical basis for Industrial Relations and its application in the business environment.
8. Generate appropriate recruitment and selection documentation to include job specification, person specification and interview marking sheets.
9. Devise an interview strategy for a stated vacancy, to include an appropriate interview environment, panel and structure, and use of appropriate interview techniques and questions, taking cognisance of relevant employment legislation.
10. Formulate appropriate performance management methodologies for an organization.
11. Formulate appropriate performance management methodologies for given organisational roles.
12. Generate appropriate grievance and discipline strategies for a given set of circumstances.
13. Apply theoretical principles and practical skills to solving Human Resources Management issues in the work environment.
14. Support the effective operation of a human resources department in the business.

### Assessment

Skills Demonstration 30%, Project 30%, Examination Theory 40%

### Duration

This Programme comprises of 1 module. The duration of this module is typically 150 hours. This is a combination of 50 hours of Directed Learning and 100 hours of Self-directed learning. The 50 hours of Directed Learning takes place in Classroom Attendance and 'Live' Tutor Online Classes. Self-directed Learning is learner-led, and it includes self-directed study, through Lir eLearning Hub, preparation and reflection time. There are Virtual Office Hours throughout the week also to give you the opportunity of meeting your Tutor online if you have any queries.

A Blended and Online Course with 'Live' Tutor classes, optional Virtual Office Hours and Tutorials and One-

OR 5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with online support.

### Fees and Payment Options

- Course fee: see [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com) or phone Lir Reception 044-9342754 for a Quote.

- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

## Entry Requirements

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It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

A competency test may be carried out for English language and literacy and/or keyboarding/computer skills to ensure that you have the skills necessary to complete the programme.

## Delivery Mode(s)

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Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning)

## Learner Progression

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Learners who successfully complete this course may use the associated credits towards a Major Award.

For more information, visit [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com).