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Diploma in Human Resources

Progress Indicator

Progress: 100.00% 0%▮▮▮▮▮▮▮▮▮▮▮▮▮100%
Total Time: 10:21:07
Points: 40
Last Access: 2012-10-11 09:29:13
Certified: Yes (Get your Certificate)

Detailed Course Completion Report

📦 **Diploma-in-Human-Resources: Module 1: Human Resources Management**

    First access: Wednesday, 29 August 2012, 03:04 PM (43 days 6 h)

    Last access: Wednesday, 29 August 2012, 03:25 PM (43 days 6 h)

    Report:

      ○ Human Resources Management
      ○ ■ Human Resources Management
        ■ ■ ✅ Human Resources Management
        ■   ■ **Status:** passed
            ■ **Total Time:** 00:01:04
        ■ ✅ Employees Expectations
        ■   ■ **Status:** completed
            ■ **Total Time:** 00:02:37
        ✅ Management Responsibilities
        ■   ■ **Status:** completed
            ■ **Total Time:** 00:00:44
        ■ ✅ Role of the Human Resources Manager
        ■   ■ **Status:** passed
            ■ **Total Time:** 00:00:15

📦 **Diploma-in-Human-Resources: Module 2: HR Consultants**

    First access: Wednesday, 29 August 2012, 03:27 PM (43 days 6 h)

    Last access: Wednesday, 29 August 2012, 04:22 PM (43 days 5 h)

    Report:

      ○ HR Consultants
      ○ ■ HR Consultants
        ■ ■ ✅ Using HR Consultants
        ■   ■ **Status:** passed
            ■ **Total Time:** 00:00:23
        ■ ✅ Choosing a HR Consultant
        ■   ■ **Status:** passed
            ■ **Total Time:** 00:00:37
        ■ ✅ Using Approved HR Consultants
        ■   ■ **Status:** completed
            ■ **Total Time:** 00:00:54
        ■ ✅ Assessing the HR Consultant
        ■   ■ **Status:** passed
            ■ **Total Time:** 00:00:15
        ■ ✅ HR Consultant as Coach or Mentor
        ■   ■ **Status:** completed
            ■ **Total Time:** 00:00:48

📦 **Diploma-in-Human-Resources: Module 3: Job Design and Pay**

    First access: Saturday, 7 April 2012, 01:44 PM (187 days 8 h)

    Last access: Thursday, 30 August 2012, 10:44 AM (42 days 11 h)

    Report:

My Progress

Yann GEFFROTIN
▮▮▮▮▮▮▮▮▮▮
(100.00%) Checklist

Current Course

Course Diploma in Human Resources

■ **ID:** 347
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Diploma in Project Management

Diploma in Workplace Safety and Health

- Job Design and Pay
  - Job Design and Pay
    - Job Design
      - **Status:** completed
      - **Total Time:** 00:00:23
    - Job Design Methodology
      - **Status:** passed
      - **Total Time:** 00:00:11
    - Four Steps in Determining Staff Pay
      - **Status:** completed
      - **Total Time:** 00:02:30
    - Determining Staff Pay
      - **Status:** passed
      - **Total Time:** 00:00:16

Diploma-in-Human-Resources: Human Resources Assessment 1

First access: Wednesday, 11 July 2012, 10:36 AM (92 days 11 h)

Last access: Wednesday, 11 July 2012, 10:36 AM (92 days 11 h)

Report:

- Human Resources Assessment 1
  - Human Resources Assessment 1
    - **Status:** passed
    - **Score:** 100% (PASSED)
    - **Total Time:** 00:25:30

Diploma-in-Human-Resources: Module 4: Recruitment Process

First access: Thursday, 30 August 2012, 10:46 AM (42 days 11 h)

Last access: Thursday, 30 August 2012, 11:19 AM (42 days 10 h)

Report:

- Recruitment Process
  - Recruitment Process
    - Person-job Fit or Person-organisation Fit
      - **Status:** completed
      - **Total Time:** 00:00:32
    - Job Analysis
      - **Status:** passed
      - **Total Time:** 00:00:12
    - Advertising the Job
      - **Status:** completed
      - **Total Time:** 00:00:38
    - Dealing with HR Administration
      - **Status:** completed
      - **Total Time:** 00:01:41

Diploma-in-Human-Resources: Module 5: Selection Process

First access: Wednesday, 11 July 2012, 10:40 AM (92 days 11 h)

Last access: Thursday, 30 August 2012, 02:28 PM (42 days 7 h)

Report:

- Selection Techniques
  - Selection Techniques
    - Selection Interview
      - **Status:** passed
      - **Total Time:** 00:00:12
    - Tests as a Selection Tool
      - **Status:** completed
      - **Total Time:** 00:00:25
    - Preparing for the Interview
      - **Status:** completed
      - **Total Time:** 00:00:27

Diploma-in-Human-Resources: Module 6: Interview Techniques

First access: Wednesday, 11 July 2012, 10:43 AM (92 days 11 h)

Last access: Thursday, 30 August 2012, 02:59 PM (42 days 6 h)

Report:

- Interview Techniques
  - Interview Techniques

- - Interviewer Skills
    - **Status:** passed
    - **Total Time:** 00:00:11
  - Types of Interview
    - **Status:** completed
    - **Total Time:** 00:00:33
  - Four Stages of an Interview
    - **Status:** completed
    - **Total Time:** 00:00:26
  - Asking Questions
    - **Status:** passed
    - **Total Time:** 00:00:11
  - Types of Questions
    - **Status:** completed
    - **Total Time:** 00:00:13
  - Concluding the Interview
    - **Status:** completed
    - **Total Time:** 00:00:47
  - Reaching a Decision
    - **Status:** completed
    - **Total Time:** 00:00:10

Diploma-in-Human-Resources: Module 7: Training and Appraisal

First access: Wednesday, 11 July 2012, 10:48 AM (92 days 11 h)

Last access: Wednesday, 11 July 2012, 11:00 AM (92 days 10 h)

Report:

- Training and Appraisal
  - Training and Appraisal
    - Induction and Training
      - **Status:** passed
      - **Total Time:** 00:00:14
    - Induction and training
      - **Status:** completed
      - **Total Time:** 00:04:26
    - Performance Assessment Methods
      - **Status:** completed
      - **Total Time:** 00:00:14
    - Recognition and Reward
      - **Status:** completed
      - **Total Time:** 00:00:08
    - Training Employees
      - **Status:** passed
      - **Total Time:** 00:00:06
    - Benefits of Training
      - **Status:** completed
      - **Total Time:** 00:00:09
    - Training Systems
      - **Status:** completed
      - **Total Time:** 00:00:12
    - Appraisal Methods
      - **Status:** completed
      - **Total Time:** 00:00:09
    - Giving and Receiving Feedback
      - **Status:** passed
      - **Total Time:** 00:00:09
    - Receiving Feedback
      - **Status:** completed
      - **Total Time:** 00:00:10
    - Termination of employment
      - **Status:** passed
      - **Total Time:** 00:00:34
    - Termination of employment
      - **Status:** completed
      - **Total Time:** 00:01:28

Diploma-in-Human-Resources: Human Resources Assessment 2

First access: Wednesday, 11 July 2012, 11:28 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:28 AM (92 days 10 h)

Report:

- Human Resources Assessment 2
  - Human Resources Assessment 2
    - **Status:** passed
    - **Score:** 100% (PASSED)
    - **Total Time:** 00:15:32

Diploma-in-Human-Resources: Module 8: Business Culture

First access: Wednesday, 11 July 2012, 11:39 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:41 AM (92 days 10 h)

Report:

- Business Culture
  - Business Culture
    - Business Culture
      - **Status:** passed
      - **Total Time:** 00:00:11
    - Hofstede's Five Cultural Dimensions
      - **Status:** completed
      - **Total Time:** 00:00:11
    - Symbols within Business
      - **Status:** completed
      - **Total Time:** 00:00:11
    - Factors that Shape the Culture of a Business
      - **Status:** completed
      - **Total Time:** 00:00:30

Diploma-in-Human-Resources: Module 9: Business Ethics

First access: Wednesday, 11 July 2012, 11:42 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:44 AM (92 days 10 h)

Report:

- Business Ethics
  - Business Ethics
    - Business Ethics
      - **Status:** passed
      - **Total Time:** 00:00:08
    - Business Ethics: Four Disciplines
      - **Status:** completed
      - **Total Time:** 00:01:14
    - Rights and Duties at Work
      - **Status:** completed
      - **Total Time:** 00:00:07
    - Corporate Responsibility
      - **Status:** passed
      - **Total Time:** 00:00:08

Diploma-in-Human-Resources: Module 10: Employee Motivation

First access: Wednesday, 11 July 2012, 11:45 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:49 AM (92 days 10 h)

Report:

- Employee Motivation
  - Employee Motivation
    - Employee Motivation
      - **Status:** completed
      - **Total Time:** 00:00:09
    - Motivational Theories
      - **Status:** passed
      - **Total Time:** 00:00:08
    - Motivational Theorists
      - **Status:** completed
      - **Total Time:** 00:00:17
    - Maslows Hierarchy of Needs
      - **Status:** completed
      - **Total Time:** 00:01:07
    - Strategies for Motivating Employees
      - **Status:** completed
      - **Total Time:** 00:00:25

Diploma-in-Human-Resources: Module 11: Employee Relations

First access: Wednesday, 11 July 2012, 11:50 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:52 AM (92 days 10 h)

Report:

- Employee Relations
  - Employee Relations
    - Employee Relations

- Status: passed
- Total Time: 00:00:23
- Role of human resources manager in employee relations
- Status: completed
- Total Time: 00:00:54
- Conflict between Management and Employees
- Status: completed
- Total Time: 00:00:08
- Application of management styles
- Status: passed
- Total Time: 00:00:08

Diploma-in-Human-Resources: Module 12: Managing Change

First access: Wednesday, 11 July 2012, 11:52 AM (92 days 10 h)

Last access: Wednesday, 11 July 2012, 11:54 AM (92 days 10 h)

Report:

- Managing Change
  - Managing Change
    - Managing Change
    - Status: passed
    - Total Time: 00:00:10
    - Industrial democracy
    - Status: completed
    - Total Time: 00:00:19
    - Changes in technology
    - Status: passed
    - Total Time: 00:00:08
    - Changes in legislation
    - Status: passed
    - Total Time: 00:00:09
    - Changes in the Workplace
    - Status: completed
    - Total Time: 00:00:07

Diploma-in-Human-Resources: Human Resources Assessment 3

First access: Wednesday, 11 July 2012, 01:23 PM (92 days 8 h)

Last access: Wednesday, 11 July 2012, 01:23 PM (92 days 8 h)

Report:

- Human Resources Assessment 3
  - Human Resources Assessment 3
    - Status: passed
    - Score: 100% (PASSED)
    - Total Time: 01:27:13

Diploma-in-Human-Resources: Human Resources Final Assessment

First access: Thursday, 11 October 2012, 10:54 AM (11 h 3 m)

Last access: Thursday, 11 October 2012, 10:54 AM (11 h 3 m)

Report:

- Human Resources Final Assessment
  - Human Resources Final Assessment
    - Status: passed
    - Score: 100% (PASSED)
    - Total Time: 07:40:06

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