



Senior Professional in Human Resources

Program Director: Mr. Abhijeet Anand
Technology Partner: upTop



Mr. Abhijeet Anand **Group Head HR – TATA, Alumni XLRI**

Technology enabled growth in the Indian economy has given India an opportunity to move into the league of Developed Nations. It has also put unprecedented challenge to management education as a discipline. We are making concerted effort in infusing high level of management competence in a dynamic, yet resource constrained environment. Preparing the future HR managers capable of harnessing the maximum out of limited resources through innovative, entrepreneurial zeal and efficient management of technology and trade is crucial to our economic growth and development.

We have a simple mission to nurture excellence and promote HR leaders capable of managing resources in a globalized environment with social responsibility. We understand and appreciate the fact that in the 21st century, the world needs India's leadership in its march towards prosperity.

We extend support to the HR Fraternity of the nation with a customized effort to nurture the abilities to the competence levels and build a strong skillful and talented nation to bridge the gaps of Indian and Global markets.

As upTop. We welcome this opportunity and feel confident that our youthful energy, our faith and dedication towards this endeavor shall help HR professionals in future.



PROGRAM DIRECTOR XLRI- CHRO GE/Alliance/TATA Group

An HR Professional with about 16 years of experience in the field of HR with both Service and Manufacturing Sector.

Specialities: Been into HR Generalist Role. Have a good exposure in HR Strategy, Employee Engagement, Recruitment, designing of a Web based HR system and also hands on experience in Hays Method of Job analysis and compensation based on Hay Points, Thomas Profiling, Performance Management, Training & Development, Systems and Processes etc.



CFE, PHRi, SPHRI, GPHR VENKATESAN MURALEDHARAN

An HR Professional with more than 14 years of work experience in the field of HR Delivery Operations and Finance Operations. Handled various roles in IBM India as Team Lead, Metric Analyst and Business Operations Professional. Currently working as Global Expense Examiner at IBM Malaysia. Qualified as a Executive Post Graduate in HR XLRI Jamshedpur.

Specialities: Operations Management, Fraud Analysis



Prof. GEORGE KJ- FACULTY GREATELAKES, BIMTECH, TAPMI

Certified Human Resources professional with a demonstrated history of working in the IT/ITES/BFSI sector.

Skilled in Business Partnering for overall cost effective Human Capital Management solutions, maintaining employee relations, engaging and retaining talent, grievance handling and disciplinary investigations, compliance and vendor management. Strong acumen in talent acquisition (mid and senior level hiring), project management, conceptualizing and executing assessment and development centers.

Smart, result oriented and enthusiastic to take up challenging tasks with sound interpersonal skills and strong stakeholder management ability.

Introduction

Through the combination of formal education, adherence to high ethical standards, demonstrated knowledge and achievement through exam and a renewed commitment to continuing professional development, HR professionals certified by the HR certification Institute enhance their professional credibility and the organizations they serve.

An independent 2015 report from the Human Resources Research Organization (HumRRO) provides proof that certified professionals have many advantages over non-certified peers.

Career Benefits: For the serious HR practitioner, HRCI certification is a must-have career advantage.

HRCI certification holders report better employment prospects, higher annual salaries, faster income growth and higher levels of career satisfaction.

Today, HR professionals from over 100 countries proudly maintain the HR Certification Institute's credentials as a mark of world-class HR aptitude and innovation.

Business Benefits: With HRCI letters next to your name, organizations are confident that you have the expertise to perform at the highest level - that you have what it takes to provide strategic HR and human advantages out of constantly shifting technologies, laws, worker needs and workplace environments.

In fact, 98 percent of Fortune 500 companies have HRCI-certified professionals among their leadership ranks

Offered Program

- Associate Professional in Human Resources
- Associate Professional in Human Resources International
- Professional in Human Resources
- Professional in Human Resources International
- Senior Professional in Human Resources
- Senior Professional in Human Resources International
- Global Professional in Human Resources



HR Credentials Help with Career Progression

HR Credentials Help with Career Progression. Having an HR certification positively influences an HR pro's chances of being promoted, and this holds true for every job level. However, certifications matter most in the earliest phase of an HR pro's career. For each job title, we looked at the percentage of people receiving promotions in 5 years. Getting a certification matters a lot at the HR assistant level: of certified professionals in this entry-level role, 82 percent report they have been promoted in the last five years, versus just 68 percent of those who aren't certified. It's interesting to note that HR credentials also increase the chances that an HR director would receive a promotion (we saw a 25 percent increase in odds of promotion at this job title level).

SPHRI (Senior Professionals Human Resources)

SPHR (Senior Professionals Human Resources) The Senior Professional in Human Resources – International (SPHR™) exam is created using the responsibilities of and knowledge needed by today's HR professional. The exam content is created by HR subject matter experts through a rigorous practice analysis study conducted by HR Certification Institute® (HRCI). It is updated periodically to ensure it is consistent with current practices in the HR profession.

Why SPHRI

Why SPHR Showcase the HR leadership recognition you deserve with the Senior Professional in Human Resources® (SPHR®) from HRCI®. The SPHR demonstrates your mastery of the strategic and policy-making aspects of HR management as practiced in the U.S. The credential is designed for big-p ure thinkers responsible for planning rather than implementing HR policy. Organizations seek out-SPHR professionals for their proven accountability for HR department goals, for breadth and depth of knowledge in all HR disciplines, and for understanding business issues beyond the HR function.

Eligibility

Have at least four years of experience in a professional-level HR position + a Master's degree or higher
Have at least five years of experience in a professional-level HR position + a Bachelor's degree, OR
Have at least seven years of experience in a professional-level HR position + a high school diploma.



Core Focus Area – SPHRI

- Functional Area 01- Business Leadership (31%)
- Functional Area 02- Talent Development and Management (27%)
- Functional Area 03- HR Service Delivery (24%)
- Functional Area 04- Measurement and Analysis

Functional Area 01- Business Leadership (31%)

Leading the HR function, providing strategic HR consultation to senior management, and developing partnerships with all areas in the organization. Contributing to the overall strategy of the organization through activities such as evaluating organizations considered for mergers and acquisitions, conducting human capital analyses, and understanding global HR issues.

Responsibilities SPHRI Handles

Contribute to the development of the organization's strategy determine how the organization's strategy guides workforce requirements.

Assess future business opportunities from an HR perspective (for example: building new operations, global expansion, mergers and acquisitions)

Conduct due diligence before acquiring another company (for example: evaluate important information about the potential acquisition)

Manage the integration of people, systems and cultures during organizational transitions.

Design and lead an HR function by establishing major HR roles and responsibilities.

Co-lead in establishing the organization's values and ethics that support its strategies

Promote the organization's corporate Social responsibility initiatives

Advise business leaders and others on HR matter

Align the human capital strategy with the organization's business strategy

Align local HR strategy with global HR strategies

Lead the executive management team in HR discussions and decisions

Conduct a human capital risk analysis, for example workforce needs

Promote the organization's employer brand Promote and support the organizational culture,

Promote a culture that welcomes new ideas and innovations

Develop and manage the HR budget

Knowledge

Business elements of an organization (for example: products, competition, customers, technology, demographics, culture, processes, safety and security)

Financial knowledge (for example: evaluating financial statements, budgets, accounting terms, and cost management)

Vision, mission and values of an organization:

Strategic planning process

Global and local economic and geopolitical trends that affect the business

Methods of gathering data for strategic planning purposes (for example: using methods such as a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and a PEST analysis (Political, Economic, Socio-Political and Technological))

Legal and regulatory requirements 08 Merger and acquisition processes

Expectations of HR from the internal and external stakeholders.

Cultural and social sensitivity (for example: awareness of and appreciation for cultural differences in the workplace)

Corporate social responsibility (for example: environmental practices, sustainability and protection of resources)

Management functions (such as planning, directing, assessing, implementing, delegating, coaching, etc.)

Decision making processes in the organization (problem solving consensus building, rational, etc.)

Drivers and impact of organizational culture

Labor legislation and compliance (for example: labor categories, health care, retirement and cross-border legislation).

Effective communication skills locally and globally (for example: interpersonal skills. Listening, speaking, and cross-cultural communication)

Human relations concepts and applications (for example: relationship building, emotional intelligence, interpersonal communication)

Dealing with situations that are uncertain, unclear or chaotic

Corporate governance procedures and compliance (for example: Board of Directors)



Functional Area 02– Talent Development and Management (27%)

Identifying and developing relevant individual and organizational competencies; developing and using a talent management strategy to sustain long-term, effective alignment with organizational strategies achieve human capital objectives; establishing a learning environment in which continuous professional development includes staying current in HR practices. Using a set of systematic and planned activities designed by the organization to help people develop the necessary skills to meet current and future organizational needs and objectives. Creating an organizational environment that encourages and retains the employees.

Responsibilities SPHRI Handles

Design and implement programs or processes in order to develop and engage the workforce (for example: training and development programs, knowledge management).

Analyze labor market trends that influence workforce availability.

Train and coach managers on performance management systems and processes.

Facilitate change in the organization Develop programs and processes that promote diversity and inclusion.

Establish programs to identify and develop high potential employees.

Create succession and career development plans.

Engage in continuous professional development.

Provide mentorship to the HR team and overall organization.

Organizational development methods and problem-solving techniques.

Change management processes and techniques.

Leadership theories and applications

Adult learning principles and methods.

Training design and development.

Techniques for integrating employees into the organization after a merger, acquisition or restructure.

Methods to motivate employees

Employee collaboration methods (for example: team building) Cross cultural and multigenerational awareness (for example: dynamics of global teams), Retention strategies Benchmarking.

Performance management theories and approaches.

Talent management practices (selecting, assessing and developing employees)

Organizational demographics (for example: the generations employees, their ag cultures, and genders)

Conflict management (recognizing and resolving difficult issues and problems)

Coaching and mentoring techniques (helping others develop, providing guidance and feedback, executive coaching)

Facilitation (for example: managing teams, leading meetings and focus groups)

Succession planning frameworks Techniques to encourage creativity and innovation.

Career development paths (structuring promotional and developmental opportunities within an organization)

Compensation and benefits philosophy

Functional Area 03– HR Service Delivery (24%)

Using effective HR Service Delivery methods to deliver accurate and consistent programs that support sustainable organizational growth. Creating an environment where all employees can find answers to HR questions; using effective communication plans, HR technology and tools; identifying HR service delivery methods used by a group that may be applicable across the organization; defining and implementing compensation and benefit programs and managing employee arrivals and departures from the organization as appropriate.

Responsibilities SPHRI Handles

Develop and implement effective recruiting and hiring processes

Establish programs that support flexible work practices Analyze internal and external labor market conditions (for example: skills available locally, salary expectations).

Optimize technology and tools to deliver HR services (for example: payroll, employee self-service, social networking, and Human Resource, Information Systems (HRIS)

Plan and implement employee benefits programs Develop and implement total rewards programs (for example: salary, bonus and other forms of employee recognition and oralnate and foreign national compensation programs)

Establish on-boarding processes and employee Integration plans.

Develop and manage programs to balance the organizational and employee needs (for example expatriates, disability challenges, dependent care, employee health and safety)

Manage the return of employees to the organization (for example: peeople returning from maternity leave, expatriates returning to home country, people ending sabbaticals, or employees returning from layoffs)

Manage employee's exit from the organization (both voluntary and involuntary)

Knowledge

Industry trends in HR (for example: population statistics, economics, sources of talent).

Industry benchmarks for compensation (for example: salary surveys, benefit packages).

Local labor conditions, including laws, legislation and international practices Organizational needs and practices Employee relocation, domestic and international Forecasting techniques (for example: determining staffing needs for the future)

Assessment methodology (survey, observer ratings, gap analysis, etc.)

Recruitment practices and sources in target markets.

Employer marketing and branding techniques.

Techniques and methods for organizational design (for example: outsourcing, shared services, organizational structures (matrix, hierarchy)

Evaluation of HR information systems (HRIS) and technology (for example, their use for payroll, talent development, and employee data)

Social media and web applications Project management (for example: goals, timetables, deliverables, and procedures)

Negotiation techniques (including influencing others)

Interviewing techniques Investigation techniques Parameters around giving advice to employees.

Supporting ideas and concepts to the appropriate audience (advocacy).

Compensation and benefits administration (including non-cash rewards, stock programs)

Termination processes, Data security and privacy organizational documentation and electronic record retention and storage requirements.

Workplace security (including disaster preparedness, recovery, business continuity)

Workplace health, wellness and safety practices Service standards for HR service delivery

Functional Area 04- Measurement and Analysis

Developing and utilizing key HR and business metrics such as those related to individual and organizational performance. Interpreting data to improve employee performance and increase the value of the organization.

Responsibilities SPHRI Handles

Monitor the effectiveness of an employee performance management system.

Establish and analyze HR metrics as they relate to the organization's goals (for example: employment statistics, return on investment [ROI] of HR activities, training evaluation, employee satisfaction surveys, productivity data, organizational analysis)

Integrate individual and team performance results with organizational measures of success.

Develop and utilize key HR and relevant business metrics to measure achievement of the organization's strategic goals and objectives

Quantitative metrics Qualitative measures.

Performance management data interpretation Financial metrics (for example: ROI, cost per hire, gross profit, cost-benefit analysis)

Operational metrics (for example: measures of production, service measures, customer satisfaction)

HR measures (established measures. benchmarks and scorecards)

Data appropriate to different audiences (customized reports for appropriate audiences).

Methods of reporting organizational metrics (for example dashboard indicators).

Technology available to evaluate and present metrics (for example: Enterprise Resource Planning system (ERP), desktop software, HRIS))

HR audit and evaluation (for example: payroll reconciliation head count).

Techniques to assess training program effectiveness (for example: participant surveys, pre- and post-testing)

Basic research principles

HRCI SPHRI Fee

60,000 + GST

1st Session Start Date

16th Oct, 2022

Session

Weekend Live Sessions

Email ID

info@uptop.in

Eligibility

Have at least four years of experience in a professional-level HR position + a Master's degree or higher.

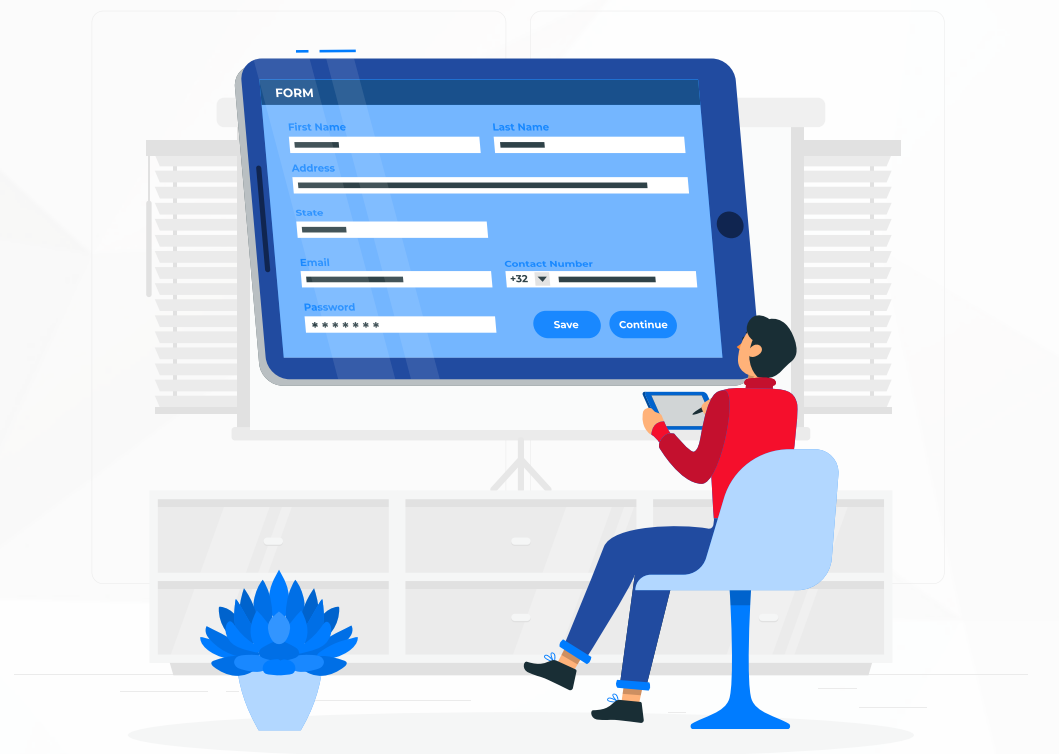
Have at least five years of experience in a professional-level HR position + a Bachelor's degree, or Have at least seven years of experience in a professional-level HR position + a high school diploma.

Program Basics

- Program Commencement Date: 16th Oct, 2022
- Duration: 2 Months
- Trainer led Training, Mock Test, Mock Assessments, Final Examination, Re-Training + Study Material- INR 60,000+GST
- Easy Installment option available
- Education Loan available

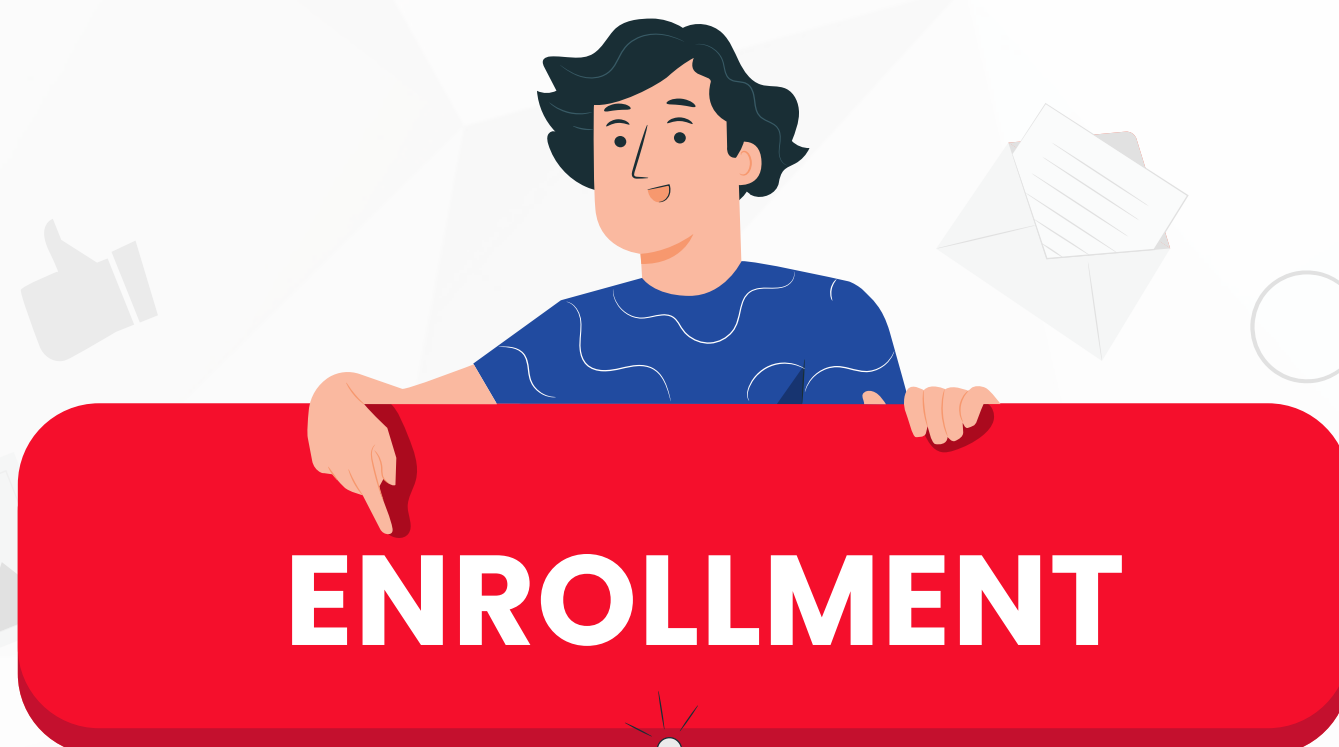
For More Info Visit: www.uptop.in

ONLINE APPLICATION



PROFILE SHORTLISTING

PROFILE APPROVAL



ENROLLMENT

In collaboration with

upTop
Adapt by Learning

Universal Potential Talent Optimization Platform

Sec 44, Gurgaon, 122003 India

✉ Info@uptop.in

☎ 96675 97054 / 89501 49198

89501 49198

Note- upTop is the authorized admission partner for this program for HRCI.