

Human Resource Management

A Complete 4-Month Professional Course

Designed for early professionals, graduate students, and career changers entering the HR domain. Practical, industry-oriented, and aligned with today's market expectations.

4 MONTHS · 16 WEEKS · ONLINE

FOUNDATION → ADVANCED → CAPSTONE

HR Is the Engine of Every Organization

Human Resources is no longer just about hiring and payroll. Today's HR professionals are strategic business partners who shape culture, drive performance, manage talent pipelines, and navigate complex labor regulations. As organizations grow in complexity, the demand for skilled HR professionals continues to surge.

1.8M

HR Job Openings

Projected in the U.S. by 2026 (BLS)

7%

Sector Growth Rate

Faster than average across all occupations

\$65K+

Median Starting Pay

For entry-level HR generalist roles

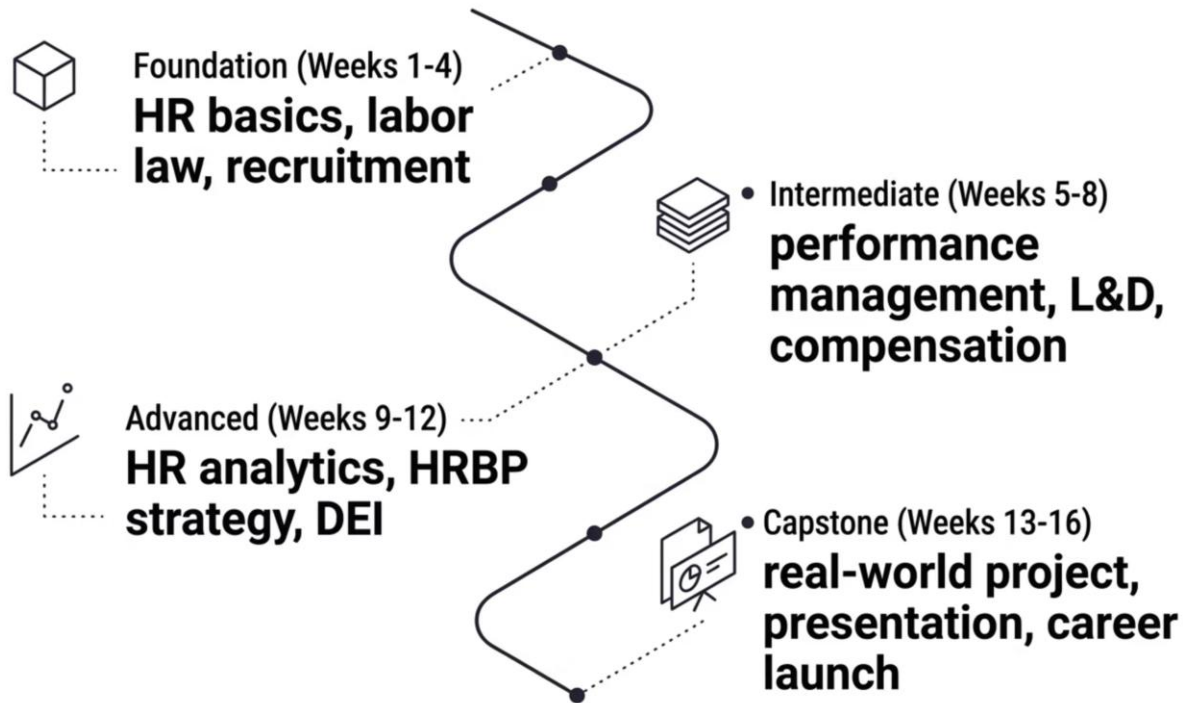
94%

Organizations Prioritize

Employee experience as a top-3 strategic goal

Your 4-Month Learning Journey

This course is structured to build skills progressively — from foundational HR concepts to advanced strategic applications. Every week includes a recorded concept session, a live mentoring call, and hands-on exercises designed to mirror real workplace scenarios.



Each phase builds on the last, ensuring learners develop not just theoretical knowledge but the judgment and confidence to apply it in real organizations.

Course Format

How This Course Is Delivered



Weekend Recorded Sessions

Self-paced concept modules released every weekend. Watch at your own pace, rewind, and review key frameworks before the live session.



Live 1:1 or Small-Group Mentoring

Weekly live sessions for doubt clearing, case discussions, peer feedback, and real-world problem solving with expert facilitators.



Weekly Assignments

Each week includes practical exercises, templates, and mini-projects that simulate what HR professionals actually do on the job.



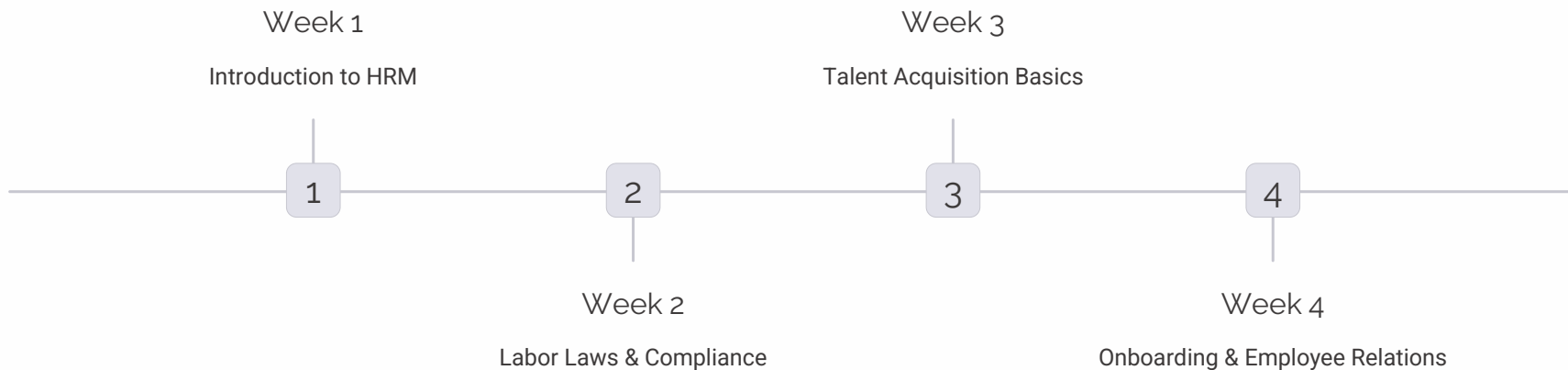
Capstone Project

Weeks 13–16 are dedicated to a full HR strategy project — presented to a panel of industry mentors with structured feedback.

PHASE 1 · FOUNDATION

Weeks 1–4: Building the HR Foundation

This phase introduces learners to the core purpose of HR, the key functional areas, and the legal and ethical framework within which HR professionals operate. By the end of Week 4, learners can navigate a real HR department with confidence.



Introduction to Human Resource Management

Learning Objectives

- Understand the evolution and strategic role of HR
- Identify key HR functions and how they interconnect
- Distinguish between HR generalist and specialist roles
- Explore how HR creates business value

Tools Introduced

HRIS overview (BambooHR, Workday), org chart tools, HR function mapping templates

Weekly Topics (6 Modules)

1. **HR Then vs. Now:** From administrative function to strategic partner
2. **HR Functions Deep Dive:** Recruitment, L&D, compensation, compliance, ER
3. **HRBP Model:** What a Business Partner does differently
4. **HR in Different Org Types:** Startup vs. MNC vs. nonprofit
5. **The HR Operating Model:** Ulrich model and its application
6. **Ethics in HR:** Confidentiality, fairness, anti-discrimination

Assignment

Map the HR structure of a real company using publicly available information (LinkedIn, annual reports). Identify 3 HR roles and their responsibilities.

Labor Laws & HR Compliance

Learning Objectives

- Understand major U.S. employment laws and their HR implications
- Identify compliance risks and how to mitigate them
- Draft basic HR policies aligned with legal requirements
- Navigate wage, leave, and anti-discrimination regulations

Tools Introduced

SHRM compliance checklists, DOL resources, EEOC guidelines, policy templates

Weekly Topics (6 Modules)

1. **The Legal Landscape:** FLSA, FMLA, ADA, Title VII, ADEA at a glance
2. **At-Will Employment:** What it means and its exceptions
3. **Anti-Discrimination Law:** Protected classes, harassment, retaliation
4. **Wage & Hour Compliance:** Overtime, misclassification, pay equity
5. **Leave Policies:** FMLA, state-specific leave, accommodations under ADA
6. **HR Policy Writing:** Structure, tone, and legal review process

Assignment

Review a sample employee handbook and identify 3 compliance gaps.
Rewrite one policy section to align with current law.

Talent Acquisition: Recruitment & Hiring

Learning Objectives

- Design a full-cycle recruitment process
- Write effective job descriptions and post strategically
- Apply structured interviewing techniques
- Evaluate candidates objectively and reduce bias

Tools Introduced

LinkedIn Recruiter, Indeed, Greenhouse ATS basics, Lever, competency-based interview guides

Weekly Topics (6 Modules)

1. **Workforce Planning:** Identifying hiring needs before opening a role
2. **Job Analysis & JD Writing:** Writing roles that attract the right talent
3. **Sourcing Strategies:** Active vs. passive candidates, LinkedIn, referrals
4. **Applicant Tracking Systems:** Using ATS to manage pipeline efficiently
5. **Structured Interviews:** Behavioral (STAR), situational, competency-based
6. **Bias in Hiring:** Affinity bias, halo effect, blind screening techniques

Assignment

Write a complete job description for an HR Coordinator role. Create a 5-question structured interview guide with scoring rubric.

Onboarding & Employee Relations

Learning Objectives

- Design a structured onboarding program (30-60-90 day plan)
- Understand the psychological contract and its business impact
- Handle common employee relations issues professionally
- Document disciplinary actions and grievances correctly

Tools Introduced

Notion/Confluence for onboarding wikis, BambooHR onboarding module, documentation templates

Weekly Topics (6 Modules)

1. **Pre-Boarding:** Offer letters, background checks, equipment setup
2. **Day-One Experience:** First impressions and cultural integration
3. **30-60-90 Day Plans:** Milestone-based onboarding for new hires
4. **Psychological Contract:** Unwritten expectations and how to manage them
5. **Employee Relations Fundamentals:** Conflict, grievances, PIPs
6. **Documentation & Recordkeeping:** What to document, why, and how

Assignment

Build a 30-60-90 day onboarding plan for a new Sales Associate joining a mid-sized company. Include milestone check-ins and success metrics.

PHASE 2 - INTERMEDIATE

Weeks 5–8: Core HR Functions in Practice

The intermediate phase moves from knowledge to application. Learners work with real frameworks used by HR teams across industries — from designing performance management systems to building compensation structures and L&D programs.



Week 5

Performance Management



Week 6

Learning & Development



Week 7

Compensation & Benefits



Week 8

Employee Engagement & Wellbeing

Performance Management Systems

Learning Objectives

- Design a performance review cycle aligned to business goals
- Write effective SMART goals and KPIs for various roles
- Deliver constructive feedback conversations confidently
- Manage underperformance with documented plans

Tools Introduced

Lattice, 15Five, Betterworks, Google's OKR framework, PIP templates

Weekly Topics (6 Modules)

1. **Performance Frameworks:** Annual reviews vs. continuous feedback models
2. **Goal-Setting Methodologies:** SMART goals, OKRs, MBO
3. **360° Feedback:** Multi-rater systems, calibration, blind spots
4. **Feedback Conversations:** SBI model, difficult conversations, psychological safety
5. **Performance Improvement Plans:** When to use them, how to write them
6. **Calibration Sessions:** Rating consistency across managers

Assignment

Create a 6-month performance plan for a fictional employee on a PIP. Include goals, check-in schedule, success criteria, and escalation path.

Learning & Development (L&D)

Learning Objectives

- Conduct a training needs analysis (TNA)
- Design a basic learning program using adult learning principles
- Evaluate training effectiveness with Kirkpatrick's model
- Leverage LMS platforms for scalable delivery

Tools Introduced

Coursera for Business, LinkedIn Learning, Docebo LMS, Articulate Rise, Kirkpatrick framework

Weekly Topics (6 Modules)

1. **Adult Learning Theory:** Andragogy, experiential learning, 70-20-10 model
2. **Training Needs Analysis:** Gap identification, stakeholder input, priority mapping
3. **Instructional Design Basics:** ADDIE model, learning objectives, content design
4. **Delivery Formats:** ILT, e-learning, microlearning, blended approaches
5. **LMS Platforms:** Navigating and managing a learning management system
6. **Measuring Training ROI:** Kirkpatrick's 4 levels and business impact

Assignment

Design a half-day training program on "Giving Effective Feedback" for a team of 15 managers. Include agenda, objectives, delivery method, and evaluation plan.

Compensation, Benefits & Total Rewards

Learning Objectives

- Understand how compensation structures are built
- Conduct basic salary benchmarking using market data
- Explain benefits packages and their strategic value
- Understand pay equity audits and their importance

Tools Introduced

Payscale, Levels.fyi, Mercer surveys, compensation bands templates, FLSA exempt/non-exempt classifications

Weekly Topics (6 Modules)

1. **Total Rewards Framework:** Base pay, variable pay, benefits, and intangibles
2. **Job Evaluation & Grading:** How organizations create salary bands
3. **Market Benchmarking:** Using surveys to price roles competitively
4. **Benefits Design:** Health, retirement, PTO, flexible work, EAPs
5. **Pay Equity & Transparency:** Equal pay laws, audit methodology
6. **Compensation Communication:** How to explain pay decisions to employees

Assignment

Using publicly available salary data, build a 3-level compensation band for an HR function (Coordinator, Generalist, Manager). Justify your ranges.

Employee Engagement & Wellbeing

Learning Objectives

- Define employee engagement and measure it effectively
- Design an employee engagement survey and action plan
- Build workplace wellbeing programs with real business impact
- Understand the link between engagement and retention

Tools Introduced

Gallup Q12, Glint, Culture Amp, pulse survey tools, eNPS methodology

Weekly Topics (6 Modules)

1. **What Drives Engagement:** Maslow, Herzberg, Self-Determination Theory
2. **Measuring Engagement:** Annual surveys, pulse checks, eNPS
3. **Interpreting Survey Data:** Identifying themes, heat maps, action prioritization
4. **Building Action Plans:** From insights to meaningful interventions
5. **Wellbeing at Work:** Mental health, burnout prevention, EAP programs
6. **Retention Strategy:** Stay interviews, recognition programs, career pathing

Assignment

Analyze a fictional engagement survey dataset (provided). Identify top 3 concern areas and design a 90-day action plan with measurable outcomes.

PHASE 3 · ADVANCED

Weeks 9–12: Strategic HR & Application

The advanced phase positions learners as emerging strategic HR professionals. Topics cover HR analytics, HR Business Partnering, DEI strategy, and organizational effectiveness — the skills that distinguish senior contributors in today's HR landscape.

Week 9

HR Analytics & Data-Driven Decision Making

Week 10

HR Business Partner Strategy

Week 11

DEI: Diversity, Equity & Inclusion

Week 12

Organizational Design & Change Management

HR Analytics & Data-Driven Decision Making

Learning Objectives

- Build and interpret core HR dashboards and metrics
- Apply predictive analytics to workforce planning
- Use data to make evidence-based HR recommendations
- Present HR data to business leadership compellingly

Tools Introduced

Excel/Google Sheets for HR metrics, Tableau basics, Power BI, Visier, Workday Analytics

Weekly Topics (6 Modules)

1. **HR Metrics That Matter:** Turnover, time-to-hire, cost-per-hire, absenteeism
2. **Building an HR Dashboard:** Choosing KPIs, visualizing trends
3. **Descriptive vs. Predictive Analytics:** What happened vs. what will happen
4. **Attrition Modeling:** Identifying flight risk employees before they leave
5. **Workforce Planning with Data:** Headcount forecasting, gap analysis
6. **Storytelling with HR Data:** Presenting to C-suite with impact

Assignment

Using a provided dataset, calculate 5 key HR metrics, build a simple turnover dashboard in Excel, and write a 1-page executive summary of findings.

HR Business Partner (HRBP) Strategy

Learning Objectives

- Understand the HRBP model and how it differs from transactional HR
- Align HR initiatives to business strategy and P&L goals
- Build trusted relationships with senior business leaders
- Influence decisions without direct authority

Tools Introduced

Business acumen frameworks, stakeholder mapping, strategic HR planning templates, Ulrich HRBP model

Weekly Topics (6 Modules)

1. **What Is an HRBP:** Role clarity, scope, and reporting structures
2. **Business Acumen for HR:** Reading financials, understanding P&L impact
3. **Strategic Workforce Planning:** Aligning talent to business direction
4. **Influencing Without Authority:** Consulting skills, executive presence
5. **Organizational Diagnostics:** Identifying root causes of people problems
6. **HR as a Strategic Partner:** Building an annual people strategy plan

Assignment

For a fictional business unit losing top talent, develop a 3-month HRBP intervention plan. Include root cause analysis, recommended actions, and success metrics.

Diversity, Equity & Inclusion (DEI) Strategy

Learning Objectives

- Understand the business case for DEI beyond compliance
- Audit hiring and promotion processes for bias
- Design an inclusive workplace program with measurable goals
- Navigate sensitive DEI conversations professionally

Tools Introduced

DEI audit templates, inclusion index frameworks, unconscious bias assessment tools, ERG (Employee Resource Group) setup guides

Weekly Topics (6 Modules)

1. **DEI Foundations:** Diversity vs. equity vs. inclusion — what each requires
2. **The Business Case:** McKinsey data, innovation, retention, reputation
3. **Systemic Bias in HR:** Job descriptions, interview panels, promotions
4. **Building an Inclusion Strategy:** ERGs, allyship programs, safe spaces
5. **DEI Metrics & Accountability:** Representation data, pay parity, promotion rates
6. **Navigating DEI Resistance:** Handling pushback from leaders and employees

Assignment

Conduct a DEI audit of a fictional company's hiring data. Identify 2 gaps and propose a targeted DEI initiative with timeline and KPIs.

Organizational Design & Change Management

Learning Objectives

- Understand organizational structures and their trade-offs
- Apply change management frameworks to HR-led initiatives
- Identify and manage change resistance effectively
- Support leaders through restructuring and transformation

Tools Introduced

Kotter's 8-step model, ADKAR framework, McKinsey 7S, org design templates, stakeholder communication plans

Weekly Topics (6 Modules)

1. **Org Structure Fundamentals:** Functional, divisional, matrix, flat — pros and cons
2. **Job Design & Role Architecture:** How roles are scoped and structured
3. **Change Management Models:** Kotter, ADKAR, Prosci — when to use which
4. **Communicating Change:** Cascade communication, leadership alignment
5. **Managing Resistance:** Why people resist, how to address it empathetically
6. **Restructuring & RIFs:** HR's role in layoffs, compassionate offboarding

Assignment

A company is transitioning from hierarchical to a flat structure. Build a change communication plan for the first 30 days using the ADKAR model.

Weeks 13–16: Capstone Project

The capstone is the culminating experience of the course. Learners tackle a real-world HR challenge end-to-end — from diagnosis and research to strategy design and executive presentation. This project serves as a portfolio piece for job applications and interviews.

01

Week 13 — Problem Scoping

Select a real or fictional organization. Identify a core HR challenge (e.g., high turnover, low engagement, compliance gaps). Define scope, stakeholders, and success metrics.

03

Week 15 — Strategy Design

Build a comprehensive HR strategy document. Include implementation plan, budget considerations, risk assessment, and timeline.

02

Week 14 — Research & Analysis

Gather data, benchmark against industry standards, interview 1–2 HR professionals. Conduct root cause analysis and identify priority interventions.

04

Week 16 — Presentation & Feedback

Present to a panel of industry mentors in a simulated executive briefing. Receive structured feedback and finalize as a portfolio artifact.

Industry Example 1

Reducing Attrition at a High-Growth Tech Startup

The Business Problem

A 300-person SaaS startup was experiencing 34% annual attrition among software engineers — nearly double the industry average. Exit interviews were vague, and managers had no visibility into team sentiment. The CPO needed an answer within 60 days.

HR Concepts Applied

- Employee engagement surveys (pulse + deep-dive)
- HR analytics: attrition segmentation by tenure and team
- Stay interviews and manager capability assessment
- Compensation benchmarking against Levels.fyi data

Tools Used

Culture Amp for survey design, Excel for attrition cohort analysis, Payscale for benchmarking, Notion for action tracking

Measurable Impact

- Attrition dropped from 34% → 19% within 9 months
- eNPS improved from +12 to +41
- Avg. compensation gap closed by 11% after market adjustment

Role of Early HR Professionals

Early-career team members led the survey administration, segmented the exit interview data, and built the first-ever attrition dashboard — directly influencing leadership decisions.

Industry Example 2

Scaling Onboarding for a Retail Expansion

The Business Problem

A national retail chain planned to open 45 new stores in 18 months, requiring the onboarding of 1,800+ new employees across 12 states. Their existing onboarding was paper-based, inconsistent, and took 3 weeks. Store managers were spending 40% of their time managing new hires instead of customers.

HR Concepts Applied

- Instructional design: ADDIE model for e-learning modules
- LMS deployment for scalable onboarding delivery
- 30-60-90 day structured plans per role type
- Compliance training automation (state-specific labor laws)

Tools Used

Docebo LMS, Articulate Rise for module creation, BambooHR for onboarding workflows, Smartsheet for project tracking

Measurable Impact

- Time-to-productivity reduced from 21 days → 9 days
- Manager time spent on onboarding cut by 55%
- New hire 90-day retention improved from 68% → 84%

Role of Early HR Professionals

Junior HR coordinators project-managed module rollouts, conducted new hire check-ins at 30 and 60 days, and compiled feedback reports that informed the next program iteration.

Launching a DEI Initiative at a Financial Services Firm

The Business Problem

A mid-sized investment firm noticed that despite diverse entry-level hiring, women and minorities were significantly underrepresented at the VP level and above. The CHRO was asked to address this before an upcoming board review and investor ESG audit.

HR Concepts Applied

- DEI audit of promotion and performance rating data
- Structured interview panel redesign to reduce bias
- Sponsorship program development (vs. just mentoring)
- DEI metrics dashboard for quarterly board reporting

Tools Used

Tableau for representation dashboards, Greenhouse for structured interview scoring, Workday for promotion data export, DEI benchmarking via Paradigm

Measurable Impact

- Women in VP roles increased from 18% → 27% in 2 years
- Promotion disparity gap reduced by 40%
- Firm earned a "Best Place to Work" recognition from DiversityInc

Role of Early HR Professionals

Entry-level analysts ran the data audit, coordinated ERG launch logistics, and supported communications campaigns – gaining exposure to C-suite HR strategy firsthand.

The HR Tech Ecosystem You'll Work With

Modern HR professionals are expected to be comfortable across a range of digital platforms. This course introduces the most widely adopted tools in each HR function category.

HRIS Platforms

- Workday — enterprise-grade HR management
- BambooHR — mid-market HR operations
- ADP Workforce Now — payroll + HR combined

Recruitment & ATS

- Greenhouse — structured hiring workflows
- Lever — collaborative hiring + CRM
- LinkedIn Recruiter — sourcing and outreach

Analytics & Reporting

- Visier — workforce intelligence platform
- Tableau / Power BI — custom dashboards
- Excel — the universal HR analyst tool

Learning & Performance

- Docebo / Cornerstone — LMS platforms
- Lattice / 15Five — performance management
- Culture Amp / Glint — engagement surveys

Job Roles This Course Prepares You For

This course maps directly to the most common entry points and growth paths in the HR profession. Each role listed below is actively hiring and values the skills built across this program.



HR Coordinator

Supports daily HR operations — onboarding, recordkeeping, scheduling, and benefits administration. Ideal first role after course completion.



Talent Acquisition Specialist

Manages end-to-end recruitment — sourcing, screening, interviewing, and offer management. High demand across all industries.



HR Generalist

Handles multiple HR functions across a business unit. Requires fluency in employee relations, compliance, performance, and hiring.



HR Business Partner (Jr.)

Works closely with business leaders to align people strategy. Typically a 2–4 year growth milestone from generalist experience.



DEI Program Coordinator

Manages diversity initiatives, ERGs, and inclusion programs. Growing role in most mid-to-large organizations.

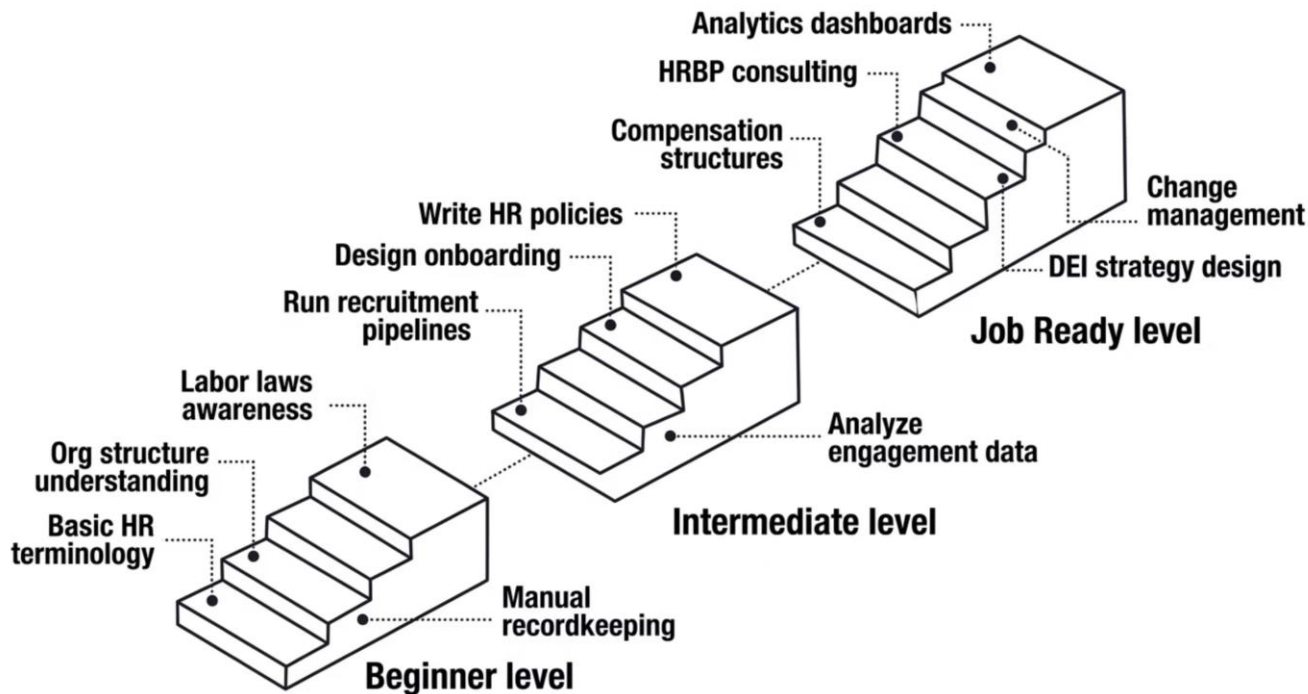


HR Analyst

Translates HR data into workforce insights. Requires analytics fluency — the fastest-growing specialization in HR today.

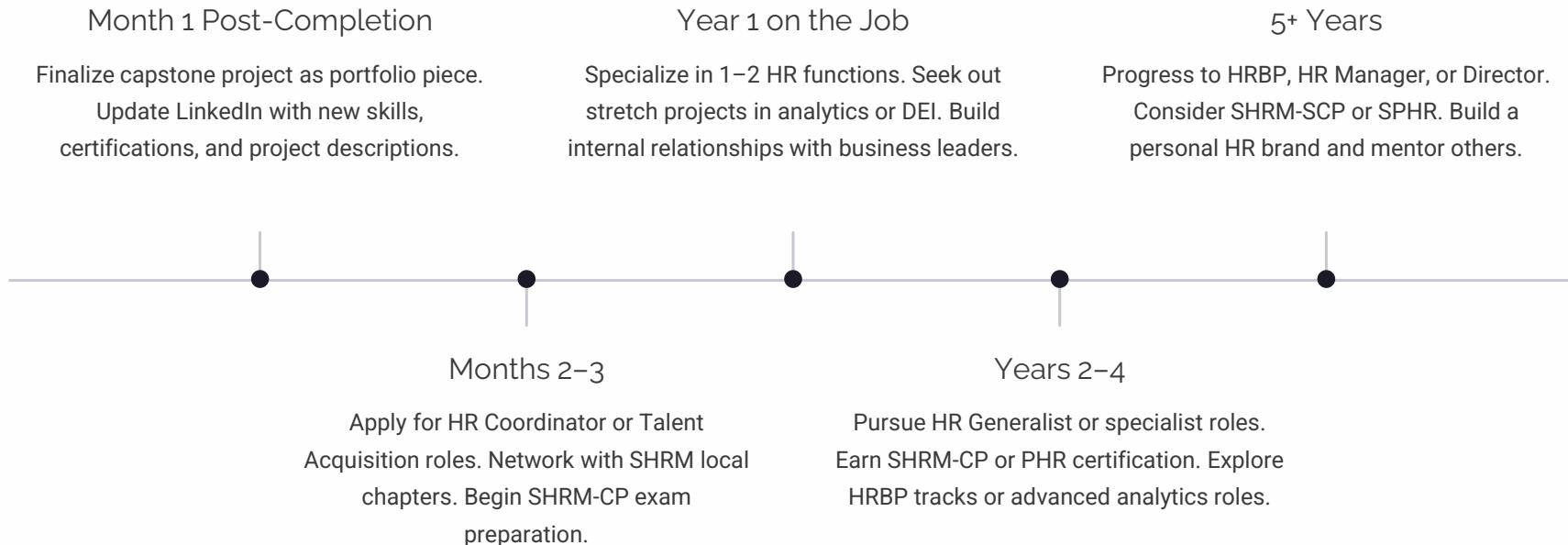
From Beginner to Job-Ready: Skills Mapping

This course is deliberately structured to move learners through three distinct competency levels. By the end of Week 16, you should be confidently operating at the "Job Ready" tier across all core HR domains.



What Comes After This Course

Completing this program positions you to enter the HR field with real tools, a portfolio project, and industry-relevant skills. Here's the recommended path forward to accelerate your career progression.



Industry Credentials Worth Pursuing

Entry-Level Certifications

SHRM-CP

Society for Human Resource Management — Certified Professional.
Best suited after 1–2 years of HR experience.

PHR

Professional in Human Resources (HRCI). Focuses on U.S.
employment law and operational HR. Excellent for generalists.

Google HR Certificate

Beginner-friendly, available via Coursera. Good foundation before
entering the job market for the first time.

Advanced Credentials

SHRM-SCP

Senior Certified Professional — strategic-level credential. Requires 3+
years of HR experience in a leadership capacity.

SPHR

Senior Professional in Human Resources (HRCI). Focused on strategy,
policy, and organizational leadership.

People Analytics Certifications

Offered by Wharton (Coursera) and LinkedIn Learning. Increasingly
valued as HR analytics roles expand rapidly.

Key Takeaways

This course delivers far more than HR theory. It equips you with the frameworks, tools, and hands-on experience to step confidently into a professional HR role — and continue growing from there.

HR Is Strategic, Not Just Administrative

Modern HR professionals are business partners who influence hiring, culture, performance, and organizational design at the highest levels.

Data Literacy Is Now Non-Negotiable

HR analytics is the fastest-growing competency in the field. Professionals who can interpret people data and translate it into decisions have a significant career advantage.

Practical Skills Over Theory

Every week builds something you can show in an interview — a dashboard, an onboarding plan, a compensation analysis, a DEI audit. Your portfolio grows alongside your knowledge.

Your Career Ladder Is Defined

From Coordinator to Generalist to HRBP to Director — the path is clear, achievable, and well-compensated. This course gives you the foundation to start climbing immediately.

Your HR Career Starts Here

Human Resource Management is one of the most dynamic, human-centered, and strategically critical fields in modern business. You've been given a complete roadmap — the frameworks, the tools, the real-world examples, and the career path. The only step left is yours to take.

"The secret of getting ahead is getting started. The biggest talent in HR is the ability to connect people, data, and strategy — and that begins on Day 1 of this course."



Start Date

Enroll anytime. Cohorts begin monthly with weekend live sessions scheduled at signup.



Outcome

Certificate of completion + capstone portfolio project + career placement support.



Community

Join a growing cohort of HR professionals, alumni mentors, and industry guest speakers.