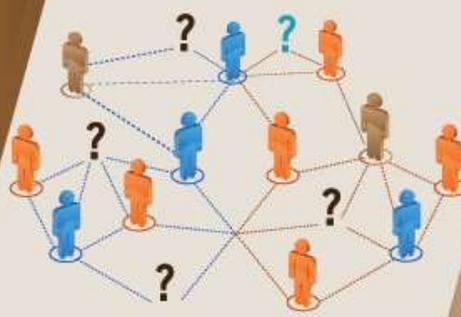


Master of Human Resource Management



Thank you for showing interest in the Master of Human Resource Management Programme with the Arthur Lok Jack Graduate School of Business.

Our Mission:

To improve the international competitiveness of people and organizations' in the Caribbean through business education, training, consulting and research.

Our Purpose:

To educate extraordinary innovative leaders who positively reshape business and society while constantly challenging the status quo of human development.

Objective

The Master of Human Resource Management programme is designed for HRM practitioners seeking career growth or persons desirous of transitioning into the field of MHRM.

Programme Structure

The MHRM programme is delivered on a part time basis over a period of two & a half (2 ½) years. Classes are scheduled primarily on evenings (5.30pm - 8.30pm) and weekends (all day).

The courses are divided into:

- Six (6) workshops (5 face-to-face & 1 online)
- 12 core courses
- 2 concentrations
- 1 non-credit course
- Practicum

*The academic year is broken into three trimesters: **January-April, May-August & September-December** with Exams taking place in April, August and December respectively.*

Class participation is mandatory and there is an 80% class attendance requirement.

- * The offering of electives is determined based on interest indicated by the student body and requires at least ten (10) persons per elective or specialization. The Arthur Lok Jack GSB reserves the right to discontinue the offering of electives or specializations should the quorum fall beneath the stipulated number.

Benefits of the MHRM

- Career Mobility: prepares you to be functional while providing you with enhanced technical competences
- Specialized course of study: prepares you to become an expert in the HR field
- World class Faculty: experienced practitioners and academics
- International Study Trip
- Blended Learning: provides a combination of group work, case studies, individual projects and exams
- Networking opportunities: membership in Student Chapter of Society for Human Resource Management

Entry Requirements

- First degree with Honors or a *minimum GPA of 2.0* from a recognized or accredited University and two (2) years of working experience (*in the HR field*)

Additionally, applicants are required to be computer literate (i.e. Microsoft Office Proficient and Internet Savvy)

Who should apply?

- Supervisors
- HR Professionals
- IR Negotiators
- Other Professionals looking for a career change.

Course Outline

Workshop 1	Strategy Fundamentals
Workshop 2	Preparation for authentic learning
Workshop 3	Finance for accounting On-line & pre-programme
Workshop 4	Team Review
Workshop 5	Human Resource Editing

Courses	Description
Organizational Behaviour and Development	The general objective of this course is to provide students with the concepts and tools which would assist them in designing and Building effective organizations, as well as resolving organizational problems as they arise.
Strategic Planning	This course on Strategic Planning will focus on how organizations can use strategic planning to optimally utilize their resources. It will outline the strategic moves and approaches devised by management to produce successful organization performance. This is necessary since without a strategy there is no established course to follow and no cohesive action plan to produce the intended results.
Compensation Management	This course examines the art of compensation – how people get paid, and what difference it makes (or should make) to the overall success and productivity of an organisation. It focuses on the strategic issues in managing compensation as well as developing a total compensation strategy for an organisation. The course brings to the fore new developments and established approaches to compensation decisions, performance-management and its relationship with compensation management and the future direction of compensation in a changing environment.
Human Resource Management Information Systems	This course highlights the importance of managing the process of change in order to effectively implement planning initiatives. It also focuses on the process by which organizations anticipate future staffing needs and plan programmes to assure that the correct number and type of employees are available when they are needed given the turbulent environment, the role of technology and the transient workers.

Courses	Description
Human Resource Management	The emphasis of this course will be on the role of the Human Resource Professional in the successful formulation and implementation of corporate strategies via the design and execution of human resource management strategies and the continuous evaluation and improvement of current Human Resource practices. It focuses on two central themes: How to think systematically and strategically about aspects of managing the organization's human assets, and what really needs to be done to implement these policies and to achieve competitive advantage.
Occupational Health & Safety	The modules covered over the duration of the course will serve to provide a basic overview of the requirements of a Health & Safety Management system. Students will have an appreciation of how such a system can be established, managed and evaluated. It will allow students to gain an appreciation of Health and Safety in the workplace and what their role and responsibilities are.
Legal and Ethical Framework of HRM	This course is aimed at providing a survey of the legal and ethical responsibilities of the organization and the Human Resource Professional. A multi-disciplinary approach will be employed in exploring the variety of legal and ethical issues involved in carrying out the HR functions.
HR Business Tools	The course is designed to expose the HR professional to the language and concepts of business through exploration and application of some of the contemporary business and management tools required to operate in today's constantly evolving business environment.

Courses	Description
Industrial Relations	The course will focus on key issues in contemporary labour and employment relations. It will examine industrial conflict and Industrial Relations processes and outcomes as they apply both in unionised and non-unionised workplaces. In addition it will examine the role of state intervention in the promulgation and enforcement of Labour and Employment Law and the role of the International Labour Organisation. Finally it will examine contemporary developments in Industrial Relations such as the impact of technology on workplace relations and new approaches to collective bargaining and grievance resolution.
Human Resource Development	This course is designed to develop an appreciation for the role of human resource development in contributing to organizational growth and development. It focuses on two central themes: 1. How to think systematically and strategically about human resource development, and 2. What initiatives to undertake when implementing HRD policies, programmes and practice to support organisational Competitiveness.
Financial Accounting & the Human Resource Function	This course is intended to expose the HR Professional to Accounting and Finance with a view to enhancing their skills to interpret and evaluate information contained in financial statements. The main text is very user friendly and informative for students with a non-accounting background. Financial Accounting course would cover the basic concepts, principles and assumptions that underlie the preparation of financial statements
Concentrations	Description
Pensions & Benefit Planning	This course will introduce participants to the key pieces of legislation governing pensions and mandatory benefits in Trinidad and Tobago. It will also cover voluntary benefits, negotiated benefits, managerial and executive benefits, and expatriate benefits. The strategic use of benefits will be covered as well the development and administration of benefits programmes.

Concentrations	Description
Compensation Administration	This course reviews the underlying philosophies which modern organisations hold in determining and designing their compensation Systems. It will additionally examine issues of internal equity and external comparability of pay systems and processes. The various Methodologies which organisations employ to assess relative job values and to construct compensation systems will be reviewed.
Gender Management	This course seeks to explore the perspectives on gender and managing diversity in business and public sector organizations. Analyze the Key individual and organizational issues that women and men face as they interface on a day-to-day basis in the workplace. Determine the kinds of organizational interventions that would promote good gender relations in the workplace as reflective of good corporate practice in managing diversity.
Training & Development	This course centres on the specifics of developing training policies at the country and sectorial levels; some of the topics to be covered are as follows: <ol style="list-style-type: none"> 1. Linking Training Policies & Training to National Development 2. Policy Development and the Training Function 3. Approaches and Methods of Developing Training Policies 4. Assessing Training Needs in the Human Capital Development Process
Employee Health & Safety	This course presents the concepts and the mechanics of adopting a behaviour based approach to safety in the workplace. It covers a new perspective on how safety programmes work and how to prevent accidents. Participants will be able to develop a safety culture by implementing strong safety policies and practices linked to strategic HRM.
HR Information Systems & Decision Making	This course highlights the process by which organizations anticipate future staffing needs and plan programmes based on their long term growth and strategic survival goals. The course focuses on four major decisions facing organizations: downsizing and restructuring; international operations; mergers and acquisitions; and outsourcing.