

Consultancy Development Centre



Certificate Programme in HR Consulting *May – July 2017*

CDRC sows a roots of



Internal Consultant

External Consultant

Talent Analytics

People Advisory

Organization Designer

HR Planner

Enterprise

Transformer

Strategic Architect

Operation Executor

Business Ally

HIGH LIGHTS

- **For Professionals & Students**
- **Classes on alternate Sundays**
- **Starting from 28 May 2017 (Sunday)**

Offered by



Consultancy Development Centre (CDC)

(Autonomous Institution of DSIR, Ministry of Science & Technology, Govt of India)

India Habitat Centre, Zone- IV B, 2nd Floor, Lodhi Road, New Delhi - 110 003

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Consultancy Development Centre

Consultancy Development Centre (CDC) set up as an Autonomous organization of Department of Scientific & Industrial Research (DSIR), Ministry of Science and Technology, Government of India for promotion, development and strengthening of consultancy skills and capabilities in the country including enhancement of export of consultancy and professional services.

In the changed policy and economic environment at national and international levels, “Knowledge” is being considered as “Power”, and consultancy is a knowledge based profession. CDC aims at fostering and promoting intellectual cross – fertilization of knowledge and ideas at regional and sub-regional levels within the country and interaction at the international level as well.

Since its inception, CDC has been in constant pursuit of its mission to attain excellence in activating, catalyzing, and invigorating the growth of consultancy profession. The Centre has emerged as a nodal agency for the development and promotion of consultancy capabilities in the country and endeavored to contribute towards the growth of consultancy services in the country, through its various programmes and activities.

Apart then CDC’s other Consulting activities, for promotion of consulting skills among professionals CDC has started the Consulting education through delivery of Certificate Programmes in Management Consulting and Technical Consulting Since 2009 and so far Centre has delivered 36 batches of the Certificate Programme and has benefited approx. 880 students till date.

The Need

The challenge to keep the Human Resource spirit prevalent in organizations is becoming more pronounced. When world is coming closer and organizations holding their positions upright for achieving heights in globalization and completion, also they are contributing in economic accelerations of respective countries.

To keep the pace maintained and result oriented in which the time is a constant factor for all organizations.

Therefore, to stay ahead it is essential that clearly defined benchmarks along with right blend of HUMAN RESOURCES are integrated into an organizations strategic plans & goals. To achieve the goals of the organization it is mandatory to knowing how to manage people and getting best value out of the organizations as human capital potential is one of the critical success factors to any business. The HR Professional besides having domain expertise in their area of operation must be equipped with the knowledge of different dimensions of the job of a HR Consultant and the desirable skills to do that job with requisite perfection.

HR consulting professionals are becoming key stakeholders in driving businesses both from within and external to the organization. Human Resource Consultant is an important functionary in development of organization and aiding in providing optimum solutions to achieve bottom-line requirements of client organizations. Furthermore realizing the need of HR Consulting skills in current scenario of emerging trends, CDC has initiated to offering the “**Certificate Programme in Human Resource Consulting (CPHRC)**”.

Learning Objectives of the Course

This course will equip the students for the following:

- Provide a comprehensive overview of the HR consulting landscape, the market, its evolution and future challenges
- To develop trained human resources in HR Consulting and to provide integrated client management services to the organizations by usage of HR Consulting
- To provide consultancy on key research needs of the organization /clients for HR intervention areas
- To offer internal / external consulting and counseling for initiating and managing HR Consulting processes, some of areas as mentioned:

<ul style="list-style-type: none">• Talent Supply• HR Capability and Delivery	<ul style="list-style-type: none">• Performance Analysis• Compensation• Change Management
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Key Features of the programme

- Class room inputs by faculty having practical consulting experience
- Facility to seek clarifications / information through e-mentoring
- Certificate by CDC, Autonomous Institution of DSIR, Ministry of Science & Technology, Government of India completion of programme

Who Should Attend?

The programme would be ideal for professionals who:

- Are individuals inclined to have a career in HR Consulting after acquiring their educational qualifications (fresh as well as having non-consulting experience)
- Are working in industry/service sector/development sector/not for Profit organizations with the job profile as internal consultant to their own organization
- Are working at entry levels in a consulting firm Human Resources professionals who currently work in the field and wish to pursue a professional designation

Eligibility

Master's Degree or Equivalent (Final year students can also apply)

Or

Bachelor Degree or Equivalent with minimum two years of experience (experience certificate is required)

Programme Fee

↔ General Category

The Programme fee is Rs. 11,500/- (Rs. 10,000 + Service tax @ 15% / as applicable at time of admission).

General Category - Group Concession Scheme for students

S.no	Groups	Fee Concession structure for General Category*
1	For 3 and above upto 5nos of students	10% Concession in total fee
2	For 6 upto to 10 nos of students	15% Concession in total fee
3	Above 11	20% Concession in total fee

i. OBC/SC /ST Category/Physical Handicapped

Programme fee is Rs. 8625/- (Rs. 7500 + Service Tax @ 15% / as applicable at time of admission). A candidate who claimed to be from OBC/SC/ST category shall support his candidature by a certificate from the competent authority.

Note :

- Applicants shall submit the duly filled up application form along with the documents as an eligibility proof (degree's Xerox), Adhar Card's Xerox and the total fee (Programme fee + service tax) to be paid by demand draft drawn in favor of "Consultancy Development Centre", payable at New Delhi or via Net Banking or online payment (please contact the programme coordinator for online payment details) before the last date of submission of the application form (22nd May 2017).
- Fee payment paid by organization towards nominating their employees for Certificate Programme in Human Resource Consulting are requested to submit the covering letter along with the application form and Demand draft stating that the payment has been made by the organization, hence the receipt shall be made in favor of the said organization.
- Candidates are requested to inform if there is any change in communication address submitted to CDC at the time of admission and information shall be given CDC minimum 2 weeks prior to the scheduled examination. The address is required for dispatch of the certificates to the qualified students, otherwise CDC will not be responsible for loss of certificate and Rs. 150 will be charged for issue of duplicate certificate.

About the Course

This is an instructor-led course that results in a 'Certificate Programme in Human Resource Consulting' (CPHRC). The course is for duration of 12 weeks, with 5 classroom sessions. The contact classes shall be held at CDC, India Habitat Centre, Lodhi Road, New Delhi. The course consists of 5 modules and each module consists of:

- ↔ Pre-Reading
- ↔ Assignments - to be done prior to the Classroom session
- ↔ Classroom Learning
 - Concepts
 - Practical Case Studies
 - Presentations
- ↔ Research based White Papers / Assignments

Methodology

- ↔ Duration: 20 hours (5 X 4 hours) of classroom learning
- ↔ Periodicity: Alternate weeks
- ↔ Model of Learning: Blended Learning
- ↔ Pre-Read Documents and Books (suggested readings)
- ↔ Classroom Learning
- ↔ Assignments and Case studies, Situation based activities for hands on experience and group presentations

Faculty

Practicing consultants and eminent professionals from reputed public & private sector organizations and academia will deliver lectures

Examination

All registered candidates would be expected to appear for a three hour written test (Subjective) at the end of the course. Those securing at least 50% marks (C grade) would become eligible for award of certificate by CDC.

As per CDC norms for Certificate Programmes, If participant is absent on the day of examination or has not qualified the examination (minimum ' C ' grade is mandatory to qualify the examination) in first attempt, in such cases ONLY ONE CHANCE IS GIVEN TO PARTICIPANTS TO TAKE EXAMINATION ALONG WITH THE NEXT BATCH's EXAMINATION and the information for examination dates and timings will be sent to the participants 2 weeks prior to the scheduled examination and no other chance will be given thereafter and individual requests for postponement or pre-pone of the examination shall not be entertained. In this case if participants wish they shall for re-registration for the programme to give the examination if one time opportunity is missed.

↔ Grading Scale

Based on the overall assessment, students will be awarded grades as mentioned below:

Grade	% of marks
A	80% and above
B	65% - 79%
C	50% - 64%

Programme Contents

Unit 1: Introduction to HR Consulting

- ↔ Basics of HR Consulting
- ↔ Status of HR Consulting Landscape in India & Overseas
- ↔ Policy framework & Issues in HR Consulting: HR Consulting Project Lifecycle and role of Consultant in HR Practices
- ↔ HR Consulting Career and Opportunities - Emerging HR Practices and Developments

Unit 2: HR Talent Availability and Supply

- ↔ Organisation's Need Assessment & Deployment
- ↔ Organizational Design & Structure, Sourcing, Recruitment
- ↔ HR Framework for Talent Management - Human Capital Acquisition & Mitigation Strategy of Human Capital Risk
- ↔ Workforce Planning

Unit 3: HR Capability and Delivery

- ↔ Formulating Vision and Mission Statement of the Organization
- ↔ Delivery Tools to Achieve Efficiency in Organization 1
- ↔ Additional Delivery Tools to achieve efficiency in Organization-2
- ↔ More Delivery Tools to Achieve Efficiency in Organization

Unit 4: Consulting skills required for HR Consulting

- ↔ Diagnostic Skills; Coping Capabilities & Inter-personal Skills
- ↔ Employment Relationship
- ↔ Essential Skills (for HR Consultant)
- ↔ Consulting Skills of a Good HR Consultant

Unit 5: Process of securing and delivering a HR Consulting Assignment

- ↔ Project Sales Cycle for a HR Consulting Assignment
- ↔ Project Planning & Delivery process
- ↔ Human Resources and Performance Analysis
- ↔ Implementation and Evaluation of the action plan

Admission Procedure

- ↔ Application form can be downloaded from the CDC website www.cdc.org.in under the "What's New or courses offered".
- ↔ Application found incomplete in any respect is liable to be rejected.
- ↔ The Last Date is **22nd May 2017** for Submission of Completed Application Form
- ↔ The list of shortlisted students will be updated on CDC website www.cdc.org.in by **24th May 2017**
- ↔ The first session will take place on **28th May 2017 (Sunday)**. The tentative schedule of the programme is available at CDC website
- ↔ Kindly send your expression of interest or queries at pooja@cdc.org.in or contact at: 8447720955, 011 2460 2601 , 011-2460 2915, 011-2460 1533
- ↔ Completed application form must be submitted at given below address along with documents in support of eligibility and requisite fee as mentioned in the programme brochure at (page no-3).

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