



AQUILA BUSINESS SCHOOL

Diploma & Advanced Diploma in
**Human Resources
Management**

About Aquila Business School

Aquila Business School is an initiative of Dexnova Consulting Limited, Nigeria in collaboration with Chartered Institute of Management and Leadership, USA.

The objective of the business school is to provide recognised and affordable Diploma and Advanced Diploma programs in Management courses in order to advance academic and career prospects of the participating students.

The programs are delivered in two formats:

1. Online format- this is an instructor-led online format that enables the student to learn at their own pace, anywhere within a period of 2 months. This format has no geographical boundary as students can come from any part of the world.
2. Blended Learning- This is a six-week(Saturdays only) classroom and six weeks online learning for students in Nigeria only.

At the end of the program, the certificate will be issued by Chartered Institute of Management and Leadership Business School (CIML Business School, USA).

The courses offered by the school are listed below:

1. Diploma in Entrepreneurship and Business Management
2. Advanced Diploma in Entrepreneurship and Business Management
3. Diploma in Human Resources Management
4. Advanced Diploma in Human Resources Management
5. Diploma in Procurement and Supply Chain Management
6. Diploma in Management and Administration
7. Advanced Diploma in Management and Administration

Offers

Duration & Course Fees:

1. Instructor-led Online

- **Diploma:** 2 months. N120,000 or \$300
- **Advanced Diploma** - 2 months. N150,000 or \$350

2. Blended Learning (Classroom plus Online)

- **Diploma:** 6 weeks. N200,000
- **Advanced Diploma** - 6 weeks. N250,000

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DIPLOMA IN HUMAN RESOURCES MANAGEMENT

About the Program

This program has been specifically designed to provide the Human Resource personnel the key to having a highly productive workforce using an effective human resources management strategy to achieve organization's goals.

The Human resource management is also devised to advance the human resource profession and ensure that the HR is recognized as an essential department towards developing and executing organizational goals and objectives.

Objectives

To help Human Resource Personnel achieve efficiency and effectiveness in accomplishing its administrative functions within the shortest possible lead time.

Target Audience

HR Personnel, Administrative personnel, Payroll Managers, Training Managers, Recruitment Managers, Supervisors, Entrepreneurs, Public Relation Managers, General Managers etc.

Course Outlines

- Module 1: Introduction to Human Resource Management
- Module 2: Hiring Strategies
- Module 3: Employee Recruitment
- Module 4: Employee Onboarding
- Module 5: Employee Motivation
- Module 6: Performance Management
- Module 7: Emotional Intelligence

DIPLOMA IN HUMAN RESOURCES MANAGEMENT



Module 1: Introduction to Human Resource Management

Lesson One: Getting Started
Lesson Two: Human Resources Today
Lesson Three: Recruiting and Interviewing
Lesson Four: Retention and Orientation
Lesson Five: Following Up With New Employees
Lesson Six: Workplace Health & Safety
Lesson Seven: Workplace Bullying, Harassment, and Violence
Lesson Eight: Workplace Wellness
Lesson Nine: Providing Feedback to Employees
Lesson Ten: Disciplining Employees
Lesson Eleven: Terminating Employees



Module 3: Employee Recruitment

Lesson One: Getting Started
Lesson Two: Introduction to Recruitment
Lesson Three: The Selection Process
Lesson Four: Goal Setting
Lesson Five: The Interview
Lesson Six: Types of Interview Questions
Lesson Seven: Avoiding Bias in Your Selection
Lesson Eight: The Background Check
Lesson Nine: Making Your Offer
Lesson Ten: Orientation and Retention
Lesson Eleven: Measuring the Results



Module 2: Hiring Strategies

Lesson One: Getting Started
Lesson Two: Defining and Knowing the Position
Lesson Three: Hiring Strategy
Lesson Four: Lure in Great Candidates
Lesson Five: Filtering Applicants to Interview
Lesson Six: The Interview (I)
Lesson Seven: The Interview (II)
Lesson Eight: Selection Process (I)
Lesson Nine: Selection Process (II)
Lesson Ten: Making an Offer
Lesson Eleven: Onboarding



Module 4: Employee Onboarding

Lesson One: Getting Started
Lesson Two: Purpose of Onboarding
Lesson Three: Introduction
Lesson Four: Onboarding Preparation
Lesson Five: Onboarding Checklist
Lesson Six: Creating an Engaging Program
Lesson Seven: Following Up with New Employees
Lesson Eight: Setting Expectations
Lesson Nine: Resiliency and Flexibility
Lesson Ten: Assigning Work
Lesson Eleven: Providing Feedback

DIPLOMA IN HUMAN RESOURCES MANAGEMENT



Module 5: Employee Motivation

Lesson One: Getting Started
Lesson Two: A Psychological Approach
Lesson Three: Object-Oriented Theory
Lesson Four: Using Reinforcement Theory
Lesson Five: Using Expectancy Theory
Lesson Six: Personality's Role in Motivation
Lesson Seven: Setting Goals
Lesson Eight: A Personal Toolbox
Lesson Nine: Motivation on the Job
Lesson Ten: Addressing Specific Morale Issues
Lesson Eleven: Keeping Yourself Motivated
Lesson Eleven: Create Customers



Module 7: Emotional Intelligence

Lesson One: Getting Started
Lesson Two: What is Emotional Intelligence?
Lesson Three: Skills in Emotional Intelligence
Lesson Four: Verbal Communication Skills
Lesson Five: Non-Verbal Communication Skills
Lesson Six: Social Management and Responsibility
Lesson Seven: Tools to Regulate Your Emotions
Lesson Eight: Gaining Control
Lesson Nine: Business Practices (I)
Lesson Ten: Business Practices (II)
Lesson Eleven: Making an Impact



Module 6: Performance Management

Lesson One: Getting Started
Lesson Two: The Basics (I)
Lesson Three: The Basics (II)
Lesson Four: Goal Setting
Lesson Five: Establishing Performance Goals
Lesson Six: 360 Degree Feedback
Lesson Seven: Competency Assessments
Lesson Eight: Kolb's Learning Cycle
Lesson Nine: Motivation
Lesson Ten: The Performance Journal
Lesson Eleven: Creating a Performance Plan

ADVANCED DIPLOMA IN HUMAN RESOURCES MANAGEMENT

About the Program

As productivity and profit become increasingly dependent on employee engagement levels, human resource managers, top-level executives and business owners need to use advanced HR practices to motivate and develop their workforce.

Master the strategic complexities of human resource management, such as the integration of HR into financial planning, the recruitment and hire of executive-level staff, and how best to align human resource management with a company's overall strategy.

Objectives

The objective is to make HR personnel understand the strategic function of HR management, and apply it to meet challenges peculiar to your industry, also Retain top talent and strategically leverage the value employees bring to your organization.

Target Audience

HR Personnel, Administrative personnel, Payroll Managers, Training Managers, Recruitment Managers, Supervisors, Entrepreneurs, Public Relation Managers, General Managers etc.

Course Outlines

- Module 1: Talent Management
- Module 2: Teamwork and Team Building
- Module 3: Workplace Diversity
- Module 4: Managing Workplace Anxiety
- Module 5: Health and Wellness at Work
- Module 6: Conducting Annual Employee Reviews

ADVANCED DIPLOMA IN HUMAN RESOURCES MANAGEMENT



Module 1: Talent Management

Lesson One: Getting Started
Lesson Two: Defining Talent
Lesson Three: Understanding Talent Management
Lesson Four: Performance Management
Lesson Five: Talent Reviews
Lesson Six: Succession & Career Planning
Lesson Seven: Engagement
Lesson Eight: Competency Assessments
Lesson Nine: Coaching, Training & Development
Lesson Ten: Dos and Don'ts
Lesson Eleven: Employee Retention



Module 3: Workplace Diversity

Lesson One: Getting Started
Lesson Two: Understanding Diversity
Lesson Three: Understanding Stereotypes
Lesson Four: Breaking Down the Barriers
Lesson Five: Verbal Communication Skills
Lesson Six: Non-Verbal Communication Skills
Lesson Seven: Being Proactive
Lesson Eight: Coping with Discrimination
Lesson Nine: Dealing with Diversity Complaints as a Person
Lesson Ten: Dealing with Diversity Complaints as a Manager
Lesson Eleven: Dealing with Diversity Complaints as an Organization



Module 2: Teamwork & Team Building

Lesson Module One: Getting Started
Lesson Module Two: Defining Success
Lesson Three: Types of Teams
Lesson Four: The First Stage of Team Development
Forming
Lesson Five: The Second Stage of Team Development
Storming
Lesson Six: The Third Stage of Team Development
Norming
Lesson Seven: The Fourth Stage of Team Development
Performing
Lesson Eight: Team Building Activities
Lesson Nine: Making the Most of Team Meetings
Lesson Ten: Solving Problems as a Team
Lesson Eleven: Encouraging Teamwork
Lesson Eleven: A Glimpse into the Legal World
Lesson Eleven: Grow the Business



Module 4: Managing Workplace Anxiety

Lesson One: Getting Started
Lesson Two: Common Types of Anxiety
Lesson Three: Recognizing Symptoms in Others
Lesson Four: Coping Strategies (I)
Lesson Five: Coping Strategies (II)
Lesson Six: Don't Avoid the Situation
Lesson Seven: Differences in Anxiety and Normal Nervousness
Lesson Eight: Physical Symptoms
Lesson Nine: Recognize the Positive Aspects of Anxiety
Lesson Ten: Common Anxiety Triggers
Lesson Eleven: When to Seek Extra Help?

ADVANCED DIPLOMA IN HUMAN RESOURCES MANAGEMENT



Module 5: Health And Wellness At Work

- Lesson One: Getting Started
- Lesson Two: Definition of a Health and Wellness Program
- Lesson Three: Types of Health and Wellness Programs
- Lesson Four: Health Behavior Programs
- Lesson Five: Health Screenings and Maintenance Programs
- Lesson Six: Mental Health Programs
- Lesson Seven: Evaluate the Need
- Lesson Eight: Planning Process
- Lesson Nine: Implementation
- Lesson Ten: Create a "Culture of Wellness"
- Lesson Eleven: Evaluate Results



Module 6: Conducting Annual Employee Review

- Lesson One: Getting Started
- Lesson Two: How to Conduct Annual Reviews
- Lesson Three: Categories for Annual Review I
- Lesson Four: Categories for Annual Review II
- Lesson Five: Common Mistakes Managers Make when Conducting Employee Reviews I
- Lesson Six: Common Mistakes Managers Make when Conducting Employee Reviews II
- Lesson Seven: Successful Tips for Concept of Pay for Performance
- Lesson Eight: How to Tie Employee Compensation to Firm-Wide Returns
- Lesson Nine: How to Communicate Employee Expectations Effectively
- Lesson Ten: Meaningful Questions to Gauge Employee Happiness I
- Lesson Eleven: Meaningful Questions to Gauge Employee Happiness II