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www.futurescollege.ca

HUMAN RESOURCE MANAGEMENT Certification Course



Program Length: 7 Hours (1 Hour × 7 Sessions)

Course Type: *Certificate*

Delivery Method: *Online*

Students: *Domestic & International*

NOC Code: Certificate



HUMAN RESOURCE MANAGEMENT

CERTIFICATION COURSE

Overview:

Human Resource Management (HRM) is the strategic approach to recruiting, developing, managing, and retaining an organization's workforce. HR professionals play a critical role in building productive workplaces by ensuring employees are supported, engaged, and aligned with organizational goals.

The Human Resource Management Certificate Program at Futures Canadian College provides students with practical knowledge of modern HR practices, employment legislation, recruitment processes, employee development, and workplace relations. Through interactive online instruction, real-world case studies, and practical assignments, students develop the essential skills required to support today's dynamic workforce.

This program is ideal for individuals looking to begin a career in Human Resources or enhance their existing administrative and management skills.

This program is for you if you are:

- ✓ Recent high school or college graduates
- ✓ Business or office administration professionals
- ✓ Administrative assistants
- ✓ Supervisors or team leaders
- ✓ Small business owners
- ✓ Career changers interested in Human Resources
- ✓ International students seeking Canadian HR knowledge
- ✓ Anyone interested in people management and workplace development

Upon successful completion of this course, students will be able to:

- Understand compensation, payroll, and employee benefits.
- Apply Canadian workplace legislation and HR compliance practices.
- Build positive employee relations and engagement strategies.
- Understand conflict resolution and workplace communication.
- Explore Human Resource Information Systems (HRIS) and emerging HR technologies.

- Understand the role and responsibilities of Human Resource professionals.
- Apply workforce planning and recruitment strategies.
- Develop effective employee onboarding programs.
- Understand employee training and professional development.
- Conduct performance management and employee evaluations.

HUMAN RESOURCE MANAGEMENT COURSE BREAKDOWN



Graduates can work in:

- Human Resources Departments
- Corporate Organizations
- Recruitment Agencies
- Educational Institutions
- Government Organizations
- Healthcare Organizations
- Manufacturing Companies
- Retail Businesses
- Financial Institutions
- Non-Profit Organizations
- Consulting Firms

Career Opportunities

Graduates may pursue careers including:

- Human Resources Assistant
- HR Coordinator
- Recruitment Coordinator
- Talent Acquisition Specialist
- Human Resources Administrator
- Payroll & Benefits Administrator
- Employee Relations Assistant
- Training & Development Coordinator
- HR Generalist

Course Modules

Session 1

Introduction to Human Resource Management

Session 2

Workforce Planning & Recruitment

Session 3

Employee Onboarding & Training

Session 4

Performance Management

Session 5

Compensation & Benefits

Session 6

Employee Relations & Legal Compliance

Session 7

HR Technology & Future Trends



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Why Choose Futures Canadian College?

At Futures Canadian College, we are committed to delivering career-focused education through experienced instructors, practical learning, and industry-relevant curriculum. Our Human Resource Management Certificate prepares students with the knowledge and confidence to succeed in today's evolving workplace.

Futures Canadian College of Business, Health, and Technology has been providing career-focused education since 2009. We are committed to delivering high-quality programs that prepare students with practical skills, industry knowledge, and professional confidence to succeed in today's competitive workforce. Our mission is to create an engaging learning environment where students can achieve their educational goals and build rewarding careers.