

COURSE FEE

The program fee is Rs. 19,000/-. This will cover expenses for registration, study material & assignments, online discussions, workshop cum assessment (Non – residential) & the certification.

PROGRAM COMMENCES ON

Study Material (Module 1) will be dispatched in the 1st week of December 2002.

REGISTRATION

The completely filled registration form should be sent to us along with the course fee through DD in favour of “ T. V. Rao Learning Systems” payable at Ahmedabad. *The last date for registration is 10th October 2002.*

FOR ANY INFORMATION & REGISTRATION WRITE TO

Shishir Misra - Course Manager
T. V. Rao Learning Systems
603, 6th floor, PARSHWA, Near Rajpath Club
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ABOUT TVRLS

T.V. Rao Learning System (TVRLS) is an expression of over 35 years of experience, study, review, reflection and action combined with a desire to discover more about the behaviour of people in different settings, and developing ways of making them give their best.

TVRLS has developed in-depth expertise in the areas of HRD audit, Performance management system (PMS), 360 degree feedback, Assessment & Development Centres, Psychological Instrumentation, Psychometric Testing, OD Initiatives, Organizational Climate Surveys, Institutional Renewal exercises & designing and implementing HR systems etc.

WE HAVE DONE HRD AUDIT FOR

Some of the companies to whom we have extended our HRD Audit Services are:

ACB - Egypt, AMP India (Tyco International), ApolloTyres, Birla White, Bosch Rexroth, BPL, GATI Cargo & Management Services, Godrej Hi- Care, Godrej Soaps, Gujarat Gas, GVFL, Hindalco, Mahindra & Mahindra (TD), Oil field Instrumentation, Rajshree Cements, Renusagar Power Division, SBI, Uni Abex Alloy, Uni Deritend, Vikram Cement etc.

ENCLOSURE

Registration form

T. V. Rao Learning Systems

Announces

6 months

Certificate Program in HRD Audit **Covering HRD Score Card**



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INTRODUCTION

With increased importance to human resources in organization people & system related issues are getting more challenging & complex. Today's HRD practitioner's & facilitators need diverse specialized training, skill and continuous knowledge up gradation to handle these issues. While the need is felt to increase HRD orientation among people in organizations and help them acquire new competencies, very few professionals are familiar with the usage of latest tools and techniques for developing people and organizational competencies. This certificate course intends to address the growing necessity of skill up gradation & application orientation in one of the critical areas of HRD.

HRD AUDIT

HRD audit is a comprehensive evaluation of the existing human resource development strategies, structure, systems, styles and skills in accordance with both short-term and long-term business plans of the organization. In HRD Audit the skills, styles, systems, strategies, structure is studied and analyzed using a variety of methodologies like interviews, questionnaires, available records, workshops etc. This evaluation helps the organization have a clear understanding of the lacunae and better align the HR processes with Business goals.

PROGRAM OBJECTIVES

- 📌 To provide theoretical input & application-oriented perspective of HRD Audit
- 📌 Develop professionals who have the knowledge and skills to assess HRD processes
- 📌 Prepare HR professionals for facilitating development of people, systems & organizations using latest HR tools & techniques
- 📌 To develop competent internal HRD Auditors who can review the HRD strategies, systems, processes and align them with Business goals
- 📌 Design and implement techniques aimed at expanding functional and business competencies of organizations through HR Audit.

ELIGIBILITY

PG Degree/ Diploma in PM/ HRD/ HRM/ IR/ OB/ OD/ Social Work/ Training & Development/ Education/ Behavioural sciences with sufficient work exposure & learning related to human management and development systems in organizations.

PROGRAM DESIGNING TEAM

The program is designed by a team of eminent academicians and practicing managers, which enables a wide range of academic and management perspective to be incorporated in the course design.

COURSE STRUCTURE

The course is spread over six modules. Each module will be covered in a month's time. The three main components of the program are:

- 📌 Study material with Assignments & Caselets
- 📌 Online discussion with experts after each module
- 📌 Workshop cum Assessment (2 day – Non Residential)

COURSE CURRICULUM

Module 1:

Concept of HRD
HRD in Organizations
HRD Audit Concepts

Module 2:

Components of HRD Audit
HRD strategies, HRD systems, HRD structure, HRD Culture, HRD competencies

Module 3:

Methodologies for HRD Audit
Instruments for HRD Audit

Module 4:

Designing HRD Audit Instruments
HR Score Card
Balance Score Card

Module 5:

HRD Audit reports
HRD Audit Linkages with PCMM & Other Quality Systems
HRD Audit & Business Linkages
Using HRD Audit for Business Improvements
Experience of Indian organizations using HRD Audit – Caselets

Module 6:

Assessment cum Workshop – 2 day non residential at Ahmedabad & Bangalore by (Dr. T. V. Rao, Dr. Gopal Mahapatra & Raju Rao)

PROGRAM OUTCOME FOR PARTICIPANTS

On completion of the workshop every participant will be equipped to:

- 📌 Design HRD Audit for a given company
- 📌 Select sampling for interviews, questionnaires for assessment, areas of observation & data needed for study and assessment
- 📌 Conduct an actual Audit interview
- 📌 Evaluate HRD systems using TVRLS manuals
- 📌 Evaluate HRD competencies using TVRLS database for knowledge testing
- 📌 Evaluate relevance & redundancies of HRD systems to achieve business goals
- 📌 Identify strengths and weaknesses of HRD department using multiple methods
- 📌 Use TVRLS methodology for HRD audit and assign scores on HRD Score card
- 📌 Write an HRD audit report
- 📌 Assist a trained and certified auditor in conducting the HRD audit

CERTIFICATION

The submission of assignments, project exercise and the workshop cum assessment of performance will lead to a *"Certificate of professional competency in HRD Audit"* by T.V.Rao Learning Systems.