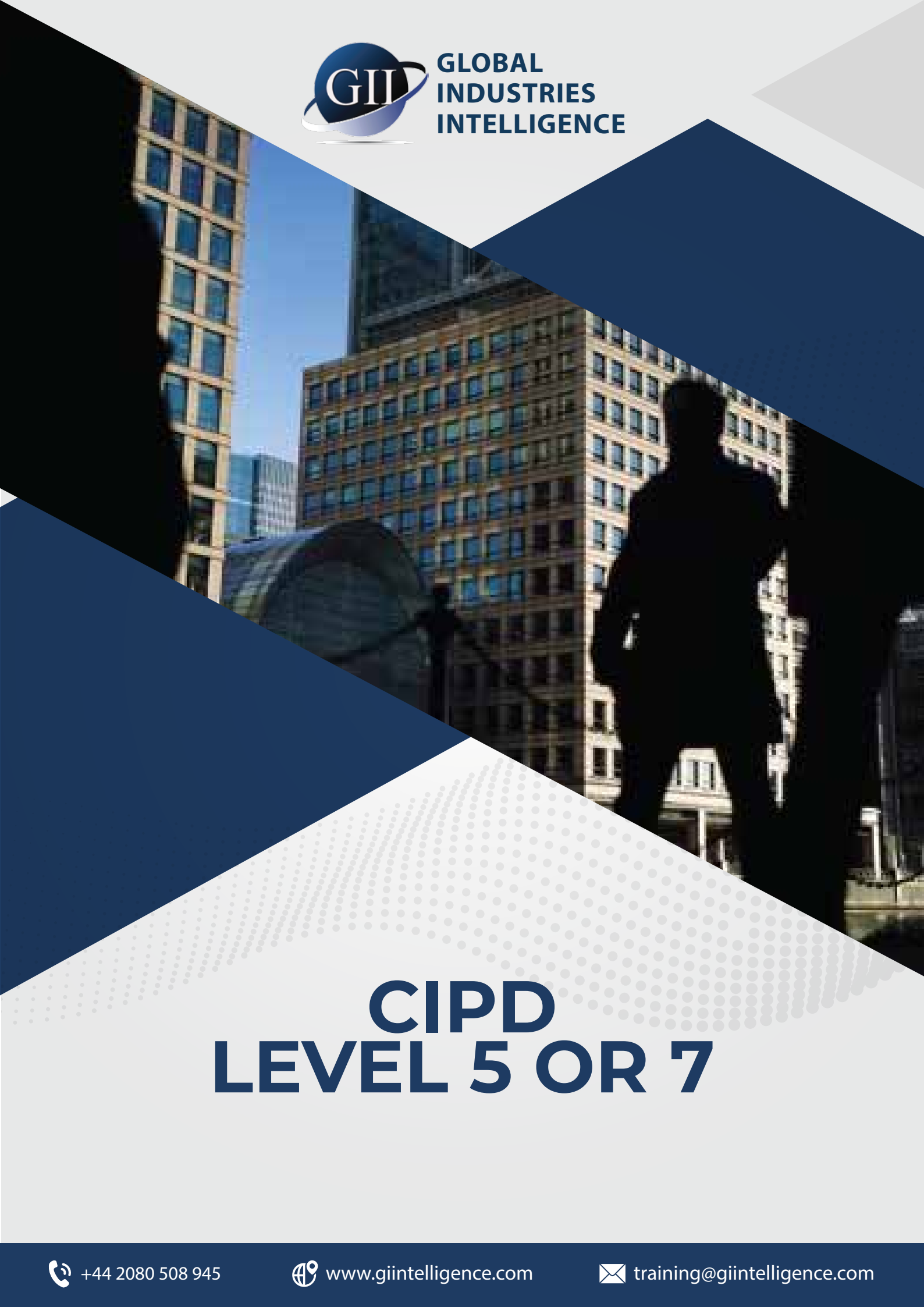




**GLOBAL
INDUSTRIES
INTELLIGENCE**



CIPD LEVEL 5 OR 7

COURSE OUTLINES

CIPD (Chartered Institute of Personnel and Development) Level 5 and Level 7 qualifications are designed for professionals looking to develop their skills in human resources and people management. Level 5 is for those in operational and management roles, while Level 7 is aimed at senior HR professionals, strategic HR business partners, and HR leaders.

Here's a **5-day course outline** for **CIPD Level 5** and **Level 7**. Given the difference in focus areas, the course outline will cover core HR topics with a distinction between the operational focus of **Level 5** and the strategic focus of **Level 7**.

CIPD Level 5 – HR Management (Operational Focus)

DAY 1: INTRODUCTION TO HRM AND UNDERSTANDING HR BUSINESS CONTEXT

- **Overview of HRM and its role within an organization**
 - Key HR principles and frameworks
 - The strategic role of HR in aligning business goals with people practices
 - Key HR functions: recruitment, training, development, performance management
- **Understanding the Business Environment**
 - External factors influencing HRM: legal, economic, social, technological, and political changes
 - The link between organizational strategy and HR strategy
 - HR's role in supporting business objectives
 - Organizational structures and HR's contribution to organizational development
- **HR Planning and Strategy**
 - Workforce planning and talent management
 - The importance of strategic HRM and alignment with organizational objectives
 - Analyzing HR's role in employee retention, engagement, and development

DAY 2: TALENT ACQUISITION AND EMPLOYEE ENGAGEMENT

- **Recruitment and Selection**

- Approaches to recruitment: internal vs. external recruitment
- Effective job analysis, writing job descriptions, and person specifications
- Interview techniques and selection tools (assessment centers, psychometric testing)
- Legal considerations in recruitment and selection

- **Onboarding and Employee Engagement**

- The role of HR in onboarding new employees
- Building an employee engagement strategy
- Creating a positive organizational culture
- The link between engagement and performance



- **Performance Management and Reward**

- Managing employee performance: setting goals, regular feedback, and appraisals
- Reward systems: monetary and non-monetary approaches
 - The role of recognition and appreciation in performance
 - Legal considerations in performance and reward management

DAY 3: LEARNING AND DEVELOPMENT, EMPLOYEE RELATIONS

- **Learning and Development**

- Creating a learning culture: identifying learning needs, training plans
- Types of training programs: on-the-job, off-the-job, e-learning
- Evaluating training effectiveness: Kirkpatrick's Four Levels
- Leadership development programs and succession planning

- **Employee Relations**

- Understanding employee relations and labor laws
- Conflict resolution and negotiation skills
- Handling employee grievances and disciplinary actions
- The role of trade unions and collective bargaining in employee relations

DAY 4: ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

- **Organizational Development (OD)**

- Theories and models of organizational development (Lewin's Change Management Model, Kotter's 8-Step Change Model)
- HR's role in fostering organizational change and development
- Managing resistance to change
- Measuring the effectiveness of organizational development initiatives

- **Change Management**

- Theories of change management
- Implementing change: steps to ensure smooth transition

- Change communication strategies
- Evaluating the impact of change on employees and performance

DAY 5: EMPLOYMENT LAW AND ETHICS, HR METRICS AND REPORTING

- **Employment Law and Ethics**

- Key employment laws (Equal Opportunities, Health and Safety, Data Protection)
- HR's responsibility in compliance with employment law
- Ethical issues in HR practice (discrimination, confidentiality, and fairness)

- **HR Metrics and Reporting**

- Introduction to HR metrics: absenteeism, turnover, performance data
- Measuring HR effectiveness and ROI
- Reporting on HR data: dashboards and KPI tracking
- Aligning HR metrics with business strategy

CIPD Level 7 – HR Strategy and Leadership (Strategic Focus)

DAY 1: STRATEGIC HRM AND LEADERSHIP

- **Strategic HRM Frameworks and Models**

- Understanding HR's strategic role in organizational success
- The integration of HR strategies with business strategies
- Key models of strategic HRM (Ulrich's HR Model, The Harvard Model)
- Building an effective HR strategy aligned with organizational goals



- **Leadership in HR**
 - Leadership styles and their impact on HR strategy
 - Developing leadership competencies in HR professionals
 - The role of leadership in organizational change and development
 - Leading diverse teams and managing team dynamics

DAY 2: LEADING AND MANAGING CHANGE

- **Change Management at a Strategic Level**
 - Leading and managing organizational change from a senior HR perspective
 - Change management theories and models for senior leaders
 - Engaging stakeholders in the change process
 - Overcoming resistance to change and fostering a change-oriented culture
- **Organizational Culture and Transformation**
 - Assessing organizational culture and its impact on business success
 - Aligning culture with organizational goals and values
 - Culture transformation initiatives for growth and innovation

DAY 3: PEOPLE ANALYTICS AND PERFORMANCE MANAGEMENT

- **People Analytics and Data-Driven HR Decisions**
 - Introduction to people analytics and its importance in HR strategy
 - Using HR data to drive strategic decisions
 - Predictive analytics in talent management
 - Creating and using HR dashboards for strategic insights
- **Strategic Performance Management**
 - Designing a performance management system aligned with business goals
 - Setting organizational objectives and measuring outcomes
 - Advanced techniques for performance improvement and high-performance cultures
 - Managing performance through coaching and mentoring at senior levels

DAY 4: TALENT MANAGEMENT AND WORKFORCE PLANNING

- **Strategic Workforce Planning**

- Leading and managing organizational change from a senior HR perspective
- Change management theories and models for senior leaders
- Engaging stakeholders in the change process
- Overcoming resistance to change and fostering a change-oriented culture

- **Talent Development and Retention**

- Designing talent development programs for senior leaders and emerging talent
- Retention strategies: reducing turnover and improving employee satisfaction
- Managing high potentials and career development



DAY 5: EMPLOYMENT LAW, ETHICS, AND HR LEADERSHIP

- **Employment Law and Governance at Strategic Levels**

- Key employment legislation at senior management levels
- Governance, risk management, and compliance in HR
- Understanding HR's role in corporate social responsibility (CSR) and ethics

- **HR Leadership and Developing Influence**

- Developing leadership capabilities within HR functions
- Managing HR teams effectively: collaboration, motivation, and performance management
- Building HR's influence as a strategic business partner
- Future trends in HR leadership and the role of technology

- **Final Exam Review and Preparation**

- Reviewing key concepts for CIPD Level 7 exam
- Case study discussions to apply strategic HR concepts
- Q&A session and exam preparation strategies

CONCLUSION

- This 5-day CIPD Level 5 and Level 7 course is designed to give professionals a comprehensive understanding of HR in both operational and strategic roles. Level 5 focuses on core HR practices like recruitment, performance management, and employee relations, while Level 7 targets strategic leadership in HR, = change management, people analytics, and workforce planning. Both levels include a blend of theory, practical insights, and exam preparation to ensure professionals can lead and manage HR functions effectively.