

SPECIALIST DIPLOMA IN ENHANCED HUMAN RESOURCE SKILLS

Applied HR Technologies (15 hours)

This module provides students with an overview of technologies and tools to improve HR efficiency and effectiveness across the various HR functions. Students will gain exposure to some of the leading HR technologies and tools while learning from examples of successful implementation of HR technologies at the workplace. They will also learn and discuss important principles associated to technology adaptation, including data security and privacy, project management and change management.

HR Innovation through Design Thinking (45 hours)

This module provides students with a working knowledge on Design Thinking, its process and tools to finding innovative solutions to HR challenges. Students will go through a Design Thinking process and apply suitable tools during which they will learn to be more user-centric in dealing with internal challenges around systems, processes, procedures and policies. It will also enable students to cultivate an innovative mind-set to creating HR strategies for quick win changes, and to providing a more satisfactory user experience.

Applied HR Analytics (60 hours)

This module provides students with a working knowledge on the key HR Analytics principles that will allow them to apply the right concepts and principles to their respective work environment. Students will go through a series of analytics exercises from problem definition to data collection and preparation, to data analyses and storytelling, where they will learn and practice the tools and techniques to turn data into useful insights for decision making. They will also learn about specific HR functional analytics, such as talent acquisition, learning and development, compensation and benefits, and employee engagement.

Introduction to Positive Psychology (30 hours)

This module provides students with a foundational knowledge on the theory and practical use of positive psychology in an organisation. Students will learn about the real-world impact and benefits of positive psychology for organisations and individuals. They will learn what helps employees flourish at work and in life, which includes resilience, growth mindset, stress management, relationship optimisation, and well-being. Students will have the opportunities to practise and apply effective positive psychology interventions in class demonstrations.

Positive Organisations & Work (45 hours)

This module provides students with the foundations of Positive Organisational Scholarship (POS). They will learn to use Appreciative Inquiry (AI) to identify an organisation's positive core and learn how to develop High-Quality Connections (HQCs) at the workplace. In the process, they will learn to see themselves and others with a strength-mindset that will help unleash one's potential, creativity and productive energy, and enhance relationships. Students will also develop skills on job-crafting and work redesigning so as to increase job satisfaction and work performance.

Coaching Psychology for Managers (45 hours)

This module provides students with an understanding of the importance of coaching psychology in an organisation. Students will learn what makes psychology-based coaching approaches uniquely effective tools in problem solving, as well as attaining individual and organisational goals. Students will develop workplace skills, including how to ask powerful questions to engage employees and reframe obstacles as opportunities. They will also learn techniques to align the body and brain, which facilitates enhanced work relationships and performance.