

# CERTIFIED HR ADVISOR CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 2 Day Interactive Instructor –led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Certified HR Advisor Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Certified HR Advisor Training Course schedule



# About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

## We've trained professionals across global companies

## Importance of Certified HR Advisor Training

- ✓ Human Resource Advisor Certification is aimed at all HR professionals who wish to acquire impeccable knowledge in HR policies and procedures. This endorsement provides individuals with a downright understanding of the fundamentals of human resources, employment contracts, personnel policies, and job-specific training. It aims to help professionals assume prominent roles in their HR profession and provides a deep awareness of interpersonal management and employee engagement.
- ✓ Certified HR Advisor Training furnishes extensive knowledge on all the topics related to compliance and legal requirements, health and safety regulations, and so on. This course equips individuals with a prevalent grip on various modules such as HR policies, and HR management tools. Starting with basics and working towards more advanced techniques enables candidates to learn the finer details of HR management.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Certified HR Advisor Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to manage effective Human Resources can enroll in Certified HR Advisor Training course.

# CERTIFIED HR ADVISOR CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Certified HR Advisor Training

## Lesson 01 – Human Resources Overview

1.	Definition of Human Resources
2.	Objectives of Human Resources
3.	Role of Human Resources in a Business Context
4.	Importance of HR Manager
5.	Structure of the HR Department
6.	Challenges Faced by an HR Department

## Lesson 02 – Employment Law

1.	Employment Contracts
2.	Data Protection
3.	Health and Safety Regulations
4.	Grievance, Discipline, and Dismissal
5.	Redundancy

# Syllabus of Certified HR Advisor Training

## Lesson 03 – HR Policy

1.	HR Policies and Procedures
2.	Performance Management
3.	HR Policy Reviews
4.	Business Growth
5.	Change in Circumstances
6.	Changes in Employment Law
7.	Moving Office
8.	Flexible Working

## Lesson 04 – HR Management Tool

1.	Tools for HR Management
2.	HRMS (Human Resource Management System) Platforms
3.	Managing Recruitment
4.	Recruiting Platforms
5.	Performance Monitoring
6.	Payroll Service and Digital Innovation



# Syllabus of Certified HR Advisor Training

## Lesson 05 – Administration

1.	Absence Management
2.	Administration of Time and Attendance System
3.	Contract Changes
4.	Personnel Documentation
5.	Filing of Documentation

## Lesson 06 – Employee Relations

1.	Conflict Management
2.	Intrapersonal Conflict
3.	Intergroup Conflict
4.	Interpersonal Conflict
5.	Intragroup Conflict
6.	Employee Engagement
7.	Importance of Employee Engagement
8.	Categories of Employee Engagement

# Syllabus of Certified HR Advisor Training

## Lesson 07 – Recruitment

1.	Writing Job Descriptions
2.	Job Title
3.	Duties
4.	Competencies and Skills
5.	Relationships
6.	Salary
7.	Analyzing CVs
8.	Interviews
9.	Behavioral and Panel Interview
10.	Stress and Face to Face Interview
11.	Phone and Exit Interview
12.	Formal and Informal Interview

## Lesson 08 – Learning and Development

1.	Training Requirements
2.	Non-Discrimination and Anti-Retaliation
3.	Job or Industry-Specific Training
4.	Performance Management Training
5.	Compliance and Ethics Training
6.	Sexual Harassment Training
7.	Safety Training
8.	Leave of Absence Training
9.	Identifying Skill Gaps

# Syllabus of Certified HR Advisor Training

## Lesson 08 – Learning and Development Contd.

10.	Arranging Training
11.	Perform a Training Needs Assessment
12.	Keep Adult Learning Principles in Mind
13.	Develop Learning Objectives
14.	Design Training Materials
15.	Develop Your Training Materials
16.	Implementation of Training
17.	Evaluate the Training
18.	Talent Management Support

## Exam Format of Certified HR Advisor Certification

Examination Format	
Exam Name	Certified HR Advisor Professional exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Certified HR Advisor, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of Certified HR Advisor exam.

# Contact Us

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