

OBJECTIVE

To provide participants with knowledge of the human resource management process, approaches and techniques.

FOR WHOM

Personnel Managers, Industrial Relations Managers, Training Managers and other persons interested in entering the field of human resource management.

CLASS SCHEDULE

5:30 p.m. - 8:30 p.m.

N.B

UTech/JIM School of Advanced Management reserves the right to withdraw/postpone a scheduled course if registration is insufficient for a standard size class.

COMMENCEMENT DATES

SEPTEMBER / FEBRUARY

COURSE MODULES

MODULE I: COMMUNICATION FOR BUSINESS

MODULE II: MANAGEMENT AND THE HUMAN RESOURCE FUNCTION

MODULE III: HUMAN RESOURCE MANAGEMENT

MODULE IV: ORGANIZATIONAL BEHAVIOUR

MODULE V: INDUSTRIAL RELATIONS

MODULE VI: INTERVIEWING TECHNIQUES

MODULE VII: TRAINING AND STAFF DEVELOPMENT

MODULE VIII: BUSINESS LAW

MODULE IX: INTRODUCTION TO RESEARCH METHODS

Cost: \$65,000.00

Modular cost: \$15,000.00

ENTRY REQUIREMENTS

Four (4) G.C.E. O'Level subjects or CXC (or equivalent) including English Language and Mathematics.

OR

Certificate of Achievement in one of the appropriate preparatory courses offered by J.I.M. (or an equivalent as judged by the Board of Studies). However, in exceptional cases, a mature applicant who does not have these certificates but who has worked in an acceptable administrative, supervisory or managerial position for a minimum of three years may on the recommendation of his/her employer be accepted.

APPLICATION INFORMATION

Complete an application form and bring it along with supporting documents to:

**THE PROGRAMMES DEPARTMENT
UTech / JIM SCHOOL OF ADVANCED
MANAGEMENT
47 HOPE ROAD, KINGSTON 10**

Each form must be accompanied by a non-refundable fee of \$1000.

CREDIT RECOMMENDATION

THE JAMAICAN INSTITUTE OF MANAGEMENT IS REGISTERED AS A TERTIARY INSTITUTION BY THE UNIVERSITY COUNCIL OF JAMAICA (U.C.J).

All of J.I.M.'S (6) diploma courses and the Associate Degree in Business Administration have been registered and recommended for credits by the American Council on Education (ACE) to a wide range of universities and colleges throughout the U.S.A.

The American Council on Education is internationally recognized as the major coordinating body for post-secondary education in the U.S.A.

REFUND POLICY

- ❖ Fees are not refundable in cases of partial attendance.
- ❖ Fees are not refundable in full, only if, the applicant cancels in writing, not less than five (5) days, before the course is cancelled /withdrawn by UTech/JIM School of Advanced Management

UTech/JIM SCHOOL OF ADVANCEDMANAGEMENT CAMPUSES

MONTEGO BAY

Tel; 952-8677

OCHO RIOS

Tel: 974-6971

PORT ANTONIO

Tel: 993-4306

MANDEVILLE

Tel: 961-2847

UTech / JIM SCHOOL OF ADVANCED MANAGEMENT

47 Hope Road, Kingston 10

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Email: j.i.m@cwjamaica.com

Website: www.jim.edu.jm

PRESENTS

DIPLOMA IN

Human Resource
Management