Organizations today require engaged, motivated employees who understand how to effectively support organizational goals while enhancing their own skills and knowledge. Becoming a valued advisor to the business is a Human Resources (HR) imperative, and understanding how to effectively demonstrate a set of key behaviours is of utmost importance.

George Brown’s Human Resources Management graduate certificate program comprehensively covers the key HR functions in this exciting field. Taught by seasoned HR professionals with industry experience, the program blends business-related theory and practical application to highlight how HR functions as a strategic partner to business units. Students explore the role of the HR department and the key accountability requirements to demonstrate a high level of professionalism in a work-related setting.

Upon completion of the program, you will be able to:

- Describe how employment legislation impacts human resources
- Design human resources policies and programs
- Facilitate employee training and development
- Ensure health and safety in the workplace
- Recruit and select employees
- Promote diversity
- Manage performance
- Recommend strategic change initiatives
- Develop a total rewards system
- Manage employee/labour relations
- Create a comprehensive human resources plan

For those students who wish to pursue the Certified Human Resources Professional designation (CHRP), all applicable courses in the B408 program are HRPA approved. The courses prepare students to write the National Knowledge Exam offered by the Human Resources Professionals Association (HRPA). Refer to hrpa.ca for requirements and additional information on this designation.
PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
2. Administer and contribute to the design and evaluation of the performance management program.
3. Develop, implement, and evaluate employee orientation, training, and development programs.
4. Facilitate and support effective employee and labour relations in both non-union and union environments.
5. Research and support the development and communication of the organization’s total compensation plan.
6. Collaborate with others in the development, implementation, and evaluation of organizational health and safety policies and practices.
7. Research and analyze information needs and apply current and emerging information technologies to support the human resources function.
8. Develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness.
9. Present and evaluate communication messages and processes related to the human resources function of the organization.
10. Manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
11. Facilitate and communicate the human resources component of the organization’s business plan.
12. Conduct research, produce reports, and recommend changes in human resources practices.

REQUIRED COURSES

In order to graduate from the **B408 program**, you must successfully complete the following 13 Mandatory courses and 1 Work Experience Term.

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Code</th>
<th>Course Name</th>
<th>Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACCT 4005</td>
<td>Financial and Managerial Accounting</td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>BUS 4017</td>
<td>Project Management</td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>HRM 4003</td>
<td>Human Resource Management</td>
<td>NONE</td>
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<tr>
<td></td>
<td>HRM 4004</td>
<td>Organizational Effectiveness</td>
<td>NONE</td>
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<tr>
<td></td>
<td>HRM 4005</td>
<td>Recruitment and Selection</td>
<td>HRM 4003</td>
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<tr>
<td></td>
<td>HRM 4008</td>
<td>Training and Development **</td>
<td>HRM 4003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HRM 4009</td>
<td>Compensation</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>HRM 4010</td>
<td>Labor Relations and Collective Agreements</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>HRM 4011</td>
<td>Employment and Human Rights Law</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>HRM 4012</td>
<td>Human Resources Planning</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>HRM 4013</td>
<td>Occupational Health and Safety</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>HRM 4015</td>
<td>HR Seminar Series *</td>
<td>HRM 4003</td>
</tr>
<tr>
<td></td>
<td>BUS 4000</td>
<td>Work Experience Prep Course</td>
<td>NONE</td>
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<table>
<thead>
<tr>
<th>WORK EXPERIENCE TERM</th>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COOP 4003 or INTN 4003</td>
<td>Work Experience (Coop) / Work Experience (Internship)</td>
<td>BUS 4000</td>
</tr>
</tbody>
</table>

Course Exemptions (Four course maximum): The equivalent course must be from a recognized University with a minimum grade of 70% and HRPA (Human Resources Professional Association of Ontario) approved, where applicable.

* Students who begin the program in September or May will take the HR Seminar Series in Semester 2, while those who begin in January will take it in Semester 1.

**Note**: Our applicable HR courses have been approved by the Human Resources Professional Association of Ontario (HRPA) and students may choose to pursue an HRPA designation offered by them.
**TRAINING & DEVELOPMENT STREAM (TDS)**

Students who wish to gain further knowledge and practical experience in training and development may pursue an optional stream in this area. Upon successful completion of the Training and Development Stream, students may choose to pursue the Certified Training and Development Professional Designation (CTDP) offered through The Institute of Performance and Learning.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 4008</td>
<td>Training &amp; Development</td>
<td>HRM 4003 Co-requisite</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery</td>
<td>HRM 4008</td>
</tr>
<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management</td>
<td>HRM 4003</td>
</tr>
</tbody>
</table>

**YOUR CAREER**

Graduates of this program will be equipped to enter a wide range of positions across a broad spectrum of public and private sector organizations such as financial institutions, retail, general business, manufacturing, government, legal firms, human resources consulting firms and not-for-profit organizations. Students will develop the skills and knowledge to enter into the human resources field and be ready to move up the career ladder. Graduates of the program have found employment as:

- Human Resources Generalist
- Recruiter
- Learning and Development Coordinator
- Compensation Analyst
- Human Resources Coordinator

**FUTURE STUDY OPTIONS**

Students who wish to gain further knowledge and practical experience in training and development may pursue an optional stream in this area. Upon successful completion of the Training and Development Stream, students may choose to pursue the Certified Training and Development Professional Designation (CTDP) offered through the Institute of Performance and Learning. Refer to performanceandlearning.ca/page/certification_main for additional information on this designation.

**ADMISSION REQUIREMENTS**

- Bachelor's Degree in any field of study

**ENGLISH LANGUAGE PROFICIENCY**

Applicants with international transcripts who do not provide English proficiency test results must test at the College level in the George Brown College English assessment to be considered for admission.

Please visit georgebrown.ca/englishproficiency for more details.

**COURSE EXEMPTIONS**

Some college and university credits may qualify you for exemptions. Please visit georgebrown.ca/transferguide for more information.

**INTERNATIONAL (VISA) STUDENTS**

Visit the International Admissions page for more information.

**APPLY TO**

Domestic students should apply through Ontario Colleges.
Divya Mishra (Graduate 2012, Human Resources Management)

"George Brown has provided me with the fundamental skills and knowledge that I will be able to transfer to my professional career."

Franklinia Tawiah (Graduate 2015, Human Resources Management), Human Resources Generalist, Polar Pak Inc.

"At the start of this program I vowed I would do my best to achieve nothing short of excellence in the Human Resources postgraduate program, as many people tried to discourage me from pursuing a career in Human Resources, since I was coming from a purely science educational background. As a result, a lot of friends and family were not convinced I could make a smooth transition to the business field without starting from an undergraduate business program level. Today I can boldly say I proved myself right in pursuing this program, and I am more committed than ever to the community of George Brown College that has brought me so much joy and success."

Robert Forsyth (Graduate 2012, Human Resources Management)

"We got to work on HR information management systems that showed us a sneak peek of what we'd be working on once we finished the program. Plenty of the software and interview tools I use at work every day today." Read Robert Forsyth's story

Divya Mishra (Graduate 2012, Human Resources Management)

"George Brown College has always kept its students engaged and involved. Rewards and recognition strategies at George Brown were exceptional, which ended up being applicable to my current job as an employment engagement specialist." Read Divya Mishra's story

Paul Koshy (Graduate 2007, Human Resources Management)

"I got all the real-world skills and hands-on experience that I could ask for. A lot of the skills that I learned at George Brown during my program were very transferable. We were practicing what we might actually do in the real world as if we were working for an organization already and expected to do these things. Co-op is also one of the biggest elements in any one of these postgraduate programs. They had a real focus on building those relationships with employers. I did my co-op at the Metropolitan Hotel in downtown Toronto. I spent about five months there, working as

CONTACT US

INFORMATION SESSIONS

On-campus information sessions are held on a regular basis. Come and have your questions answered. Learn about the program content and career options, meet your friendly professors and staff, and experience what it is like to be in a George Brown College classroom. Sign up for an upcoming session.

DOMESTIC STUDENTS ADMISSIONS

For inquiries about domestic admission requirements, admission deadlines, or the admissions process, please contact the Admissions Office at admissions@georgebrown.ca or visit the Admissions web page.

INTERNATIONAL STUDENT ADMISSIONS

For inquiries about international admission requirements, permits and visas, accommodations, or anything specific to international students, please contact the International Centre at International@georgebrown.ca or visit George Brown International.

Phone: (416) 415-5000 ext. 2115

FINANCIALS/FEES

For inquiries about OSAP, Bursaries, Scholarships and other financial inquiries, please contact the Financial Aid Office at FinAid@georgebrown.ca or visit the Financial Aid web page.

ENTRY ADVISING

For advice on the various program options and which program might be best suited for you, make an appointment to see an Entry Advisor. Please review these frequently asked questions or choose to book your appointment using the link provided.

1. Book online:
   Complete and submit the Client Intake Form

2. Book by phone:

CENTRE FOR BUSINESS

For questions regarding programs at the Centre for Business or if you require more information, please do not hesitate to contact us. Our knowledgeable staff are available to assist you.

For general inquiries, please contact the Centre for Business:
Email: business@georgebrown.ca Phone: (416) 415-5000 ext. 2160

HUMAN RESOURCES MANAGEMENT
(POSTGRADUATE) (B408)

For inquiries related to this program (for example, course-specific information) please contact one of the Coordinators:

Julie Bulmash, Program Co-ordinator
Email: jbulmash@georgebrown.ca

or

Angie Gorassi, Program Co-ordinator
Email: agorassi@georgebrown.ca

or

Elizabeth Speers, Director, Centre for Business
Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

Campus tours are offered on a regular basis. Sign up for a tour today!

This program is offered out of our School of Human Resources and classes take place at our St. James Campus, mainly at 200 King St. E., and 290 Adelaide St. E., Toronto, ON, Canada.

LINKS REFERENCE

George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty.

Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.