

**PROFESSIONAL EDUCATION IN  
HUMAN RESOURCE MANAGEMENT**

**CERTIFICATE in HRM**

Commencement: 27<sup>th</sup> (Saturday) March

**EXECUTIVE CERTIFICATE in HRM**

Commencement: 14<sup>th</sup> (Sunday) March

**GUARANTEED HR INTERNSHIP / TRAINING OPPORTUNITIES  
FOR NON-WORKING STUDENTS**

# PROFESSIONAL EDUCATION IN HUMAN RESOURCE MANAGEMENT

## **What is Human Resource Management?**

Human Resource Management (HRM) is all about systems, policies and management practices involved in recruitment, performance, development and compensation of employees to enable them to facilitate organisations to meet their goals. HRM plays an important role in assuring employee satisfaction, improving performance and enhancing productivity. HRM function is a key driver of organisation's competitive advantage and directly contributes to the organization's success. Modern HRM function goes far beyond the traditional personnel management function and today HR professionals play significant and emerging roles as human capital developers, strategic partners, functional experts and employee advocates in organisations.

Professional HR Managers are involved in (1) Human Resource Strategy Management (2) HR Planning and Talent Development (3) Recruitment Management (4) Organisation Development and Change (5) Learning Management (6) Performance Improvement (7) Employee and Industrial Relations and (8) Reward and Remuneration Systems.

It is important for any potential candidate aspiring to embark on a career in HR to acquire a strong knowledge and skill base on these modern dimensions of professional HR management in order to secure employment in good companies as well as to facilitate progression in their current positions.

## **Why Professional Education in Human Resource Management is important?**

Progressive organisations look for persons with a solid professional education in HRM as they provide the thrust for performance improvement. Today's HR professionals (a) play a vital role in contributing to the strategic direction of the business; (b) provide a framework of performance measures and a system for monitoring performance (c) manage learning processes to facilitate skills and knowledge development required to ensure current and future business success (d) take the lead in fostering harmonious and productive relationships between employees and the company and (e) implement innovative practices to sustain the pursuit of continuous improvement at all levels.

## **What is special about the Human Resource Management Institute? (HRMI)**

The primary objective of HRMI is to meet the professional education needs of young people who wish to enter the HR profession and for those who wish to learn about the latest developments in HRM to seek career progression and transition. The HRMI promoters have over 20 years experience in managing professional education institutes and the teaching faculty comprises of Sri Lanka's best known HR professionals and corporate role-models. The courses have been carefully structured to provide an ideal blend of theoretical HR knowledge with detailed insights into modern HR practices. HRMI provides a matchless combination of classroom lectures supplemented with several seminars to expose the students to modern HR practices and systems.

HRMI certification reflects the highest degree of professionalism and exposure to contemporary HR developments practiced in leading multinationals and top-Sri Lankan companies. The HRMI qualification is undoubtedly the passport for future employment and career advancement in Sri Lanka and overseas.

Our courses provide sufficient and comprehensive exposure to the subject and include modern training methods and technology to make learning interesting and memorable. Our modern facility located conveniently at the 'Nawala Junction' is spacious and well equipped to create the right ambience and environment for learning.

The institute is headed by Mr. Gihan Talgodapitiya who counts over 20 years of training and consulting experience and retained by over 300 leading organisations in Asia.

**OUR MISSION IS TO DEVELOP HR MANAGEMENT SKILLS  
IN SRI LANKA BY BRINGING TOGETHER TOP HR PROFESSIONALS TO TAKE  
A LEAD ROLE IN DEVELOPING THE NEXT GENERATION OF  
HR PRACTITIONERS.**



**Human Resource Management Institute**

# 246, Nawala Road, Nawala.

(Behind Perera and Sons at Nawala Junction)

Tel : (94 - 11) 5335986 / 7, 7203334, 2806036, 0712724425 Fax : 2806036

Email : [hirmi@gtasrilanka.com](mailto:hirmi@gtasrilanka.com) - [www.gihantraining.com](http://www.gihantraining.com)

## **The Teaching Faculty**

- Mr Rohan Pandithakorrallage, Director & Head of HR, Aitken Spence Group
- Mr Isuru Tillakawardana, Director and Head of HR, Hemas Holdings
- Mr Stefan Moraes, Managing Director, 3<sup>rd</sup> Wave Group
- Ms Deshika Rodrigo, Head of Human Resources, Standard Chartered Bank
- Mr Anthony Jayaranjan, former Snr VP & Head of Learning & Devp, John Keells Holdings
- Mr Nalin Pasqual, Group HR Manager, Asiri Hospitals
- Colonel Raj Vijayasiri (rtd), Group Training Manager, Hemas Holdings
- Mr Nandana Kanakarathne, former HR Business Partner, Unilever Sri Lanka
- Mr Lalith P Athukorala, Consultant / former Manager HRD, Bodyline
- Mr P J Ratnayake, former AGM (HR), Bank of Ceylon & Head of HR , Union Bank
- Mr Mathiesha Mahamalage, Head of HRD, Star Garments
- Mr Quintus Siriwardena, Head of HR, Voguetex Group
- Mr Gamini Jayasiri, Director, Garment Industry Management Institute
- Mr Gihan Talgodapitiya, ILO Expert & Corporate Trainer / Director, HRMI

## **Guest Lecturers**

- Mr Dian Gomes, CEO MAS Intimates & Group Director, MAS Holdings
- Mr Kishu Gomes, Managing Director, Chevron Lubricants Lanka
- Mr Chitral Amarasiri, Chief HR Officer, Commercial Bank
- Mr Rajeeve Goonetilleke, Director, GlaxoSmithKline Sri Lanka

## CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

A comprehensive application course for school leavers to embark on a HR career and qualify for an executive position within a short period of time. This course is also ideal for those employed and planning to shift to a HR career. Course contents provide a well designed balance between theory and practice to enable the participants to easily merge into an HR Department which will be preferred by many employers. Students have the freedom to do their projects and sit for examination in Sinhala or English medium.

This course is an intelligent option for all employed in junior positions, fresh graduates and under-graduates to enhance their employability in the competitive job market.

1. Introduction to Management
2. Introduction to HRM
3. Job Analysis, Job Descriptions & Job Specifications
4. Recruitment & Selection
5. Induction and Orientation
6. Training and Development
7. Performance Management
8. Remuneration & Rewards
9. Introduction to Sri Lanka Labour Law
10. Disciplinary Procedures
11. Absenteeism & Labour Turnover
12. Terminations & Retrenchments
13. Industrial Relations
14. Conflict Handling & Grievance Procedures
15. Collective Agreements, Employee Councils & Trade Unions
16. Occupational Health & Safety

<b>Medium</b>	: Sinhala / English mixed
<b>Minimum Entry Requirements</b>	: GCE (O/L) 5 credits - 6 passes including Mathematics OR 2 years working experience
<b>Duration</b>	: 3 months - Saturday
<b>Time</b>	: 8.45 am - 1.30 pm
<b>Course Fees</b>	: Rs. 15,000/- + VAT 12% = Rs. 16,800/- (Payable by Instalments)
<b>Commencement</b>	: 27 <sup>th</sup> (Saturday) March

**We Accept**



**IN-PLANT TRAINING CAN BE ARRANGED FOR NON WORKING STUDENTS**

**INFORMATION : PLEASE CALL 077 220 4101**

## EXECUTIVE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

A blend of HR Theory and HR Applications comprehensively covering conventional as well as modern HR concepts and practices to enable those already employed in HR related work to make a strong claim for career progression into HR Management positions. An ideal programme for ambitious individuals planning to make a career transition to HR. There will be many interactive sessions using adult training techniques to reinforce learning and to demonstrate real life applications. All lectures will be presented by Sri Lanka's top-most HR & Corporate Training professionals.

1. Role of HR Management in progressive organisations
2. Introduction to Management and Leadership
3. Contemporary Management
4. Recruitment & Selection
5. Job Analysis, Job Descriptions & Job Specifications
6. Induction, Training & Development
7. Reward Management
8. Performance Management
9. Career Development & Succession Planning
10. Disciplinary Procedures, Terminations & Retrenchments
11. Collective Agreements, Employee Councils & Trade Unions
12. Absenteeism & Labour Turnover
13. Insights in to Strategic Management
14. Strategic HRM Concepts & Practices
15. HR Planning and HR Scorecards & Key Performance Indicators (KPIs)
16. HR Policies and Procedures
17. Employee Welfare and Health & Safety
18. HR Business Partnering
19. Climate Surveys
20. HR Information Systems
21. Corporate Social Responsibility

**Medium** : English

**Minimum Entry Requirements** : 2 years Executive experience OR HR Foundation certificate from a recognized institution OR Graduates OR CIM -CIMA - ICA - ABE - AAT part qualification

**Duration** : 4 months - Sundays

**Time** : 8 .45 am - 1.30 pm

**Course Fees** : Rs. 18,000/- + VAT 12% = Rs. 20,160/-  
(Payable by Instalments)

**Commencement** : 14<sup>th</sup> (Sunday) March

**We Accept**

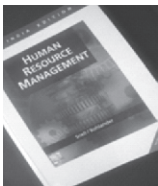


**INFORMATION : PLEASE CALL 077 220 4101**

**Students from the following organisations are enrolled in HRMI courses**

Aitken Spence	Haikawa Industries	Palm Village Hotel
Alliance Development Trust	Hands International	Panasian Power
Asian Finance	Happy Apparels	Ranmudu Valley Resort
Asiri Surgical Hospital	Hapugastenne Plantations	Royal Colombo Golf Club
Assetline Leasing	HDDDES Extracts	Rurl Marketing
Brandix	Hela Clothing	Ruvi Marketing
Cantus Company	HSBC	Sea Consortium
CBL	ICICI Bank	Semini Motors
Ceylinco Cisco	Informatics	Shermans Logistics
Ceylon Bible Society	Infortechs	Sierra Construction
Civil Security Dpt	Janashakthi Insurance	Sierra Telecom
COCCO Lanka	Jinasena Agri Machinery	SL Air Force
Concord Ventures	Jinasena Ltd	SL Navy
Crystal Martin Ceylon	Jinasena Pumps Ltd	SL Police Academy
Derana TV	Keells Business Systems	Southwest Apparel
Dialog Telekom	Lanka Bell	Sri Lanka Telecom
Eagle Insurance	Lanka Mount Castle	St. Theresa's Church
EAM Malibal Textiles	Lanka Ventures	Stassen Exports
Econopack International	Maliban Biscuits	Suntel
Edna	Marine Transport Services	Swiss Labour Assistance
Emerchemie NB Ceylon	MAS Linea Aqua	Taj Exotica
EMR Relations	Medical Teams International	The Finance Co
Essence Lanka	Melbourne Textile Washing Plant	The Open University
Far Shipping – Hemas	Metropolitan	Tokyo Cement
Fashion Bug	Microimage	TT Services Lanka
Gateway Apparels	Mihin Lanka	Waters Edge
Global Tea Bags	National Construction Asso'n	

**Free !**



Human Resource Management by Scott A Snell -  
 Professor & Director of Executive Education, Cornell University &  
 George W Bohlander – Professor of Management Arizona State University  
**600 page Text Book free for those enrolling for  
 EXECUTIVE CERTIFICATE IN HUMAN RESOURCE  
 MANAGEMENT COURSE before 6<sup>th</sup> March**

**Degree in HRM**

**Higher National Diploma in HRM**

**Executive Certificate in HRM**

**Certificate in HRM**

## EMPLOYABILITY DEVELOPMENT TRAINING

# EXECUTIVE CERTIFICATE IN OFFICE ADMINISTRATION

### 10 week Intensive Competency Development Certificate Programme to Enable Broadening of Employment Opportunities

#### For whom:

For those who have opted for early retirement or lost employment due to recent economic crisis

For those who wish to expand their competencies in order to enhance employability

For those who have returned from overseas employment

For those who are unable to find employment in their specialised field of activity

For those who anticipate career crisis or loss of employment due to variety of reasons

<b>Medium</b>	: Sinhala / English mixed
<b>Duration</b>	: 10 weeks – Every Saturday
<b>Time</b>	: 8.45 am – 1.30 pm
<b>Course Fees</b>	: Rs. 17, 500/- + VAT 12% = Rs. 19, 600/- (payable in 2 Instalments)
<b>Commencement</b>	: 24 <sup>th</sup> (Saturday) April

#### We Accept



INFORMATION : PLEASE CALL 077 220 4101, 077 786 8959, 071 272 4425



# EXECUTIVE CERTIFICATE IN OFFICE ADMINISTRATION

## Course Content:

### **HR/ Administration**

- . How to raise a job requisition
- . How to identify the best recruitment source
- . How to draft a job advertisement
- . How to conduct a recruitment interview
- . How to conduct performance interviews
- . How to draft disciplinary procedures
- . How to conduct preliminary investigations
- . How to draft a letter of appointment
- . How to comply with statutory requirements for payroll administration
- . How to comply with statutory requirements for health & safety procedures
- . How to handle internal & external complaints
- . How to handle staff grievances
- . How to resolve conflicts
- . How to maintain personnel records
- . How to draft HR manuals/ employee hand books
- . How to handle telephone calls efficiently
- . How to develop building & equipment maintenance schedules

### **Transport**

- . How to schedule transport facilities cost effectively
- . How to maintain and upkeep vehicles
- . How to recruit drivers
- . How to maintain records on fuel consumption / maintenance / servicing
- . How to draft vehicle maintenance checklists
- . How to outsource vehicles
- . How to comply with statutory requirements for vehicles and transport
- . How to decide purchasing of a vehicle
- . How to roster drivers
- . How to handle accidents

### **Security**

- . How to identify and assess risks / vulnerabilities
- . How to deploy security personnel effectively
- . How to determine security personnel needs
- . How to conduct fire programmes / evacuation programmes
- . How to conduct preliminary investigations
- . How to liaise with external authorities
- . How to devise security plans/procedures to prevent internal theft /frauds/ crimes.
- . How to devise contingency plans
- . How to maintain good rapport with customers and visitors

### **Cash Management**

- . How to maintain a petty cash book
- . How to reimburse petty cash imprest
- . How to check purchases, receipts & documents
- . How to approve payments
- . How to manage debtors and creditors

### **Stores**

- . How to record receipts and issues
- . How to authorize issues and issuing guidelines
- . How to segregate stacking and storage of items
- . How to plan stocks accurately and stock just the right quantities
- . How to implement visual management practices & 5 S systems in storage
- . How to control theft and shrinkage of inventories
- . How to do physical stock verifications
- . How to dispose non valuable and obsolete items

### **Purchasing**

- . How to call quotations and handle competitive biddings
- . How to decide the method of ordering
- . How to select the best suppliers
- . How to prepare supplier scorecards
- . How to negotiate with suppliers
- . How to follow up deliveries
- . How to optimize supplier relationships
- . How to identify areas of potential savings in purchasing
- . How to establish standard purchasing procedures

### **Office Correspondence & Emails**

- . How to improve letter writing skills
- . How to write business letters in a professional manner
- . How to prepare filing indexing and cataloguing standards
- . How to manage correspondence distribution
- . How to manage ownership and control of documents
- . How to handle E-mails efficiently
- . How to write professional emails and general principles of writing emails
- . How to create rapport and warmth through email writing



# ENROLMENT FORM

**COURSE:PLEASE**     

- CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
- EXECUTIVE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
- EXECUTIVE CERTIFICATE IN OFFICE ADMINISTRATION

Name : Mr / Ms.....

Permanent : .....

Address : .....

NIC No : .....

Place of Work : .....

Contact No.s : ( Res.) ..... (Mob.) ..... (Off.) .....

Email : .....

Educational Qualifications :	Professional Qualifications ( If any ) :
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Work Experience ( If any ) :  
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**for Office Use Only**

Batch No. : .....      Enrolment No : .....

Fees Paid                      Rs. ....

Paid On ..... / ... /201....      Receipt No. ....

Remarks :  
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Signature : .....

Date : .....

How did you come to know about HRMI

Paper Ad.. ,    Email ,    Friend ,    Past Student ,    Other  (Please specify below)

.....

## Healthy Employees, Healthier Employers



### A healthy employee is a productive employee

Therefore health and wellness is something that should be woven into your company's culture.

Partner with the **ASIRI Wellness Center** to promote healthy lifestyles for your employees and their families.

We will tailor-make a special programme just for you!

We specialize in:

#### **Well Woman /Well Man Health Packages & Family Packages**

Other services include:

- x Medical Investigations
- x Occupational Health
- x Psychological Assessments
- x Dietary Habits
- x Physiotherapy
- x Rehabilitation
- x Counseling for Work Place Stress
- x Family Planning
- x Genetic Consultations
- x Sports Medicine
- x Andropause (for men)

Call us now on **4542818** or **4542819**  
or email us [corporatehealth@asiri.lk](mailto:corporatehealth@asiri.lk)

**ASIRI Surgical Hospital**  
**21, Kirimandala Mawatha**  
**Narahenpita, Colombo 5**

**ASiRi**  
GROUP OF HOSPITALS  
*Committed to your Health*

**EMPLOYABILITY DEVELOPMENT TRAINING**

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