



McGill

School of
Continuing Studies

École
d'éducation permanente

Diploma in Human Resources Management

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Career and Professional Development
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Improve
 your career
 prospects

The full details of the program, admission requirements, and admission procedures summarized in this document can be found in the School of Continuing Studies' current course calendar. If there are any discrepancies between the course calendar and this summary, the information in the course calendar takes precedence in all cases. McGill University reserves the right to change this information at any time.

Looking for a Career in Human Resources at McGill University's School of Continuing Studies?

In today's turbulent marketplace the human resources (HR) professional faces many challenges. From winning the battle for human capital to ensuring that the environment, resources, work processes and working conditions contribute to achieve results, human resource professionals play a critical role in developing organizational performance. Managing human resources is vital to the success of modern business and public-sector organizations. Rules, regulations, rights and responsibilities that impact on employer and employee are ever changing. As a human resource professional, your role is to help build, coach, advise and maintain working relationships between employer and employees. You may work for a small company where you will have the responsibility for all areas of human resources or for a large company where you will specialize.

Responsibilities may include:

- staffing, recruitment and selection
- training and development
- performance management
- compensation design & management
- organizational effectiveness

Successful HR professionals master a multidisciplinary set of competencies ranging from interpersonal, team building, coaching, negotiation and consulting skills to leading change, organizational agility and strategic thinking.

If you can function under pressure, are persuasive, fair-minded and possess integrity, this may be the career for you.

How can a McGill Program prepare you for a career in Human Resources?

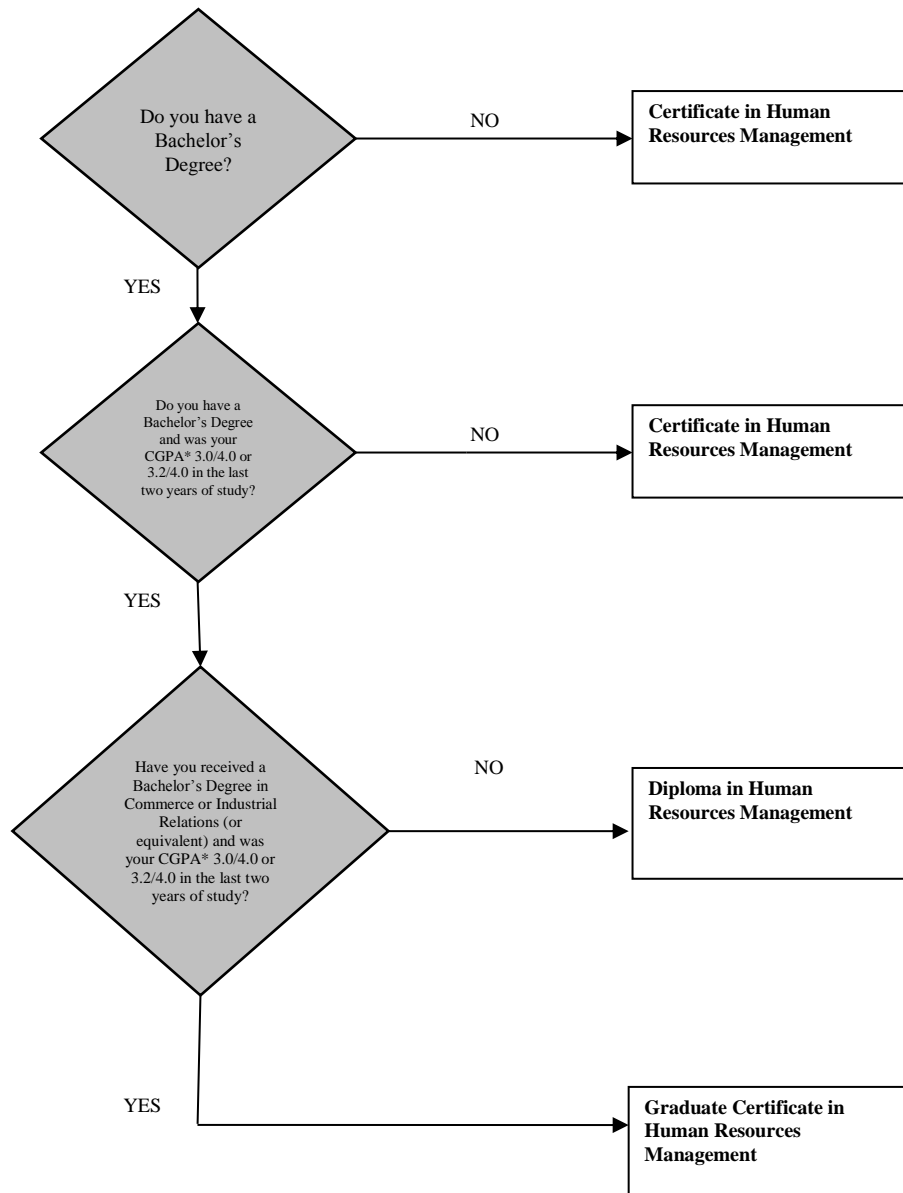
McGill's Diploma in Human Resources Management program provides an introduction to the disciplines and core practices of human resources management (HRM). This program presents an overview of the specialized functions and some of the current and future issues in the area of HRM. Emphasis is placed on job related skills and knowledge used in the field of human resources throughout the diploma program. If you have completed an undergraduate degree, our Diploma in Human Resources Management will help you launch or reposition your career in the HRM profession.

This program is designed to meet the needs of graduates from undergraduate programs who would like to pursue HRM courses as part of their on-going professional development or specifically to increase their opportunities for employment. The Diploma in HRM would normally prepare students for the admission exam to qualify for membership with Quebec's Professional Order for HR professionals, l'Ordre des conseillers en ressources humaines et en relations industrielles agréé du Québec (ORHRI). ORHRI's membership is also subjected to work experience requirements.

If you graduated from a Bachelor's program other than commerce (e.g. psychology, arts, science etc.) and would like to enter the HRM field without completing a Master's degree, the Diploma in HRM should appeal to you. If you are currently working in HRM, but your undergraduate degree did not provide you with the necessary HRM foundations, you may wish to obtain the formal education through our Diploma in HRM to facilitate your career progression. The Diploma in HRM offers a solid concentration of relevant specialized courses in the field of human resources.

Which of McGill's Human Resources Management programs is for you?

Which of the McGill offerings in Human Resources Management programs is right for me?



Note: *CGPA = Cumulative Grade Point Average

The Program

The Diploma in Human Resources Management is 30 credit program which consists of 9 required three-credit courses and 1 three-credit complementary course for a total of 10 courses.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Courses can be taken in the Fall, Winter, Spring and Summer sessions. Classes in the Spring and Summer sessions may be given in less than 13 weeks. Not all courses are offered every semester.

The diploma's program requirements are:

9 Required courses (27 credits):

CORG 551 Behaviour in Organizations
CORG 553 Employee and Labour Relations
CORG 554 Managing Occupational Health and Safety
CORG 555 Strategic Human Resources Management
CORG 557 Talent and Performance Management
CORG 560 Staffing Organizations
CORG 561 Developing Human Resources
CORG 562 Total Compensation and Rewards
CORG 565 Human Resources Information Systems: HRIS

1 Complementary courses from (3 credits):

CGM2 510 Project Management: Tools and Techniques
CPL2 510 Communication and Networking Skills
CPL2 532 Leading Change
CPL2 533 Developing Leadership Skills
CPL2 534 Leading in Diverse and Global Workplaces

Note: All courses are 3 credits unless otherwise stated.

Important Note:

This program is Effective as of Fall 2018.

If you were admitted PRIOR to Fall 2018, please follow the Study Plan which you were provided with at the time of your admission.

Course Descriptions

CGM2 510 Project Management: Tools and Techniques

(3 credits)

Pre-requisites:
None

Focus on main concepts and theories of project management from initiation to close-out. Topics include: project life cycle, planning, scheduling, implementing, monitoring, controlling, close-out and ethics. The concepts presented apply to projects of various sizes, types and degrees of complexity.

CORG 551 Behaviour in Organizations

(3 credits)

Pre-requisites:
None

The implications for management and the essential concepts of social psychology such as motivation, perception, attitude change and organization. Group and organizational dynamics will be the major emphasis of the course. Classroom discussion and student participation is encouraged.

CORG 553 Employee and Labour Relations

(3 credits)

Pre-requisites:
None

Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

CORG 554 Managing Occupational Health and Safety

(3 credits)

Pre-requisites:
None

How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

CORG 555 Strategic Human Resources Management

(3 credits)

Co-requisite:
CORG 551 Behaviour in Organizations

Linking HRM and business strategy; role of HR in the organization and alignment with strategic management. Overview of HR functional areas and the competencies required to become a successful HR professional; impact of HR policies, processes and practices on employees, teams and organizations, including legal and ethical implications.

CORG 557 Talent and Performance Management

(3 credits)

Pre-requisite:
CORG 555 Strategic HR Management

Focus on human resource planning, succession planning, career and talent management. Topics include: strategies to effective performance management, measurement, indicators and reviews.

Course Descriptions (cont.)

CORG 560 Staffing Organizations

(3 credits)

Pre-requisites:

CORG 555 Strategic HR Management

HR planning and succession planning; organizational and job analysis; recruitment and selection processes which enhance individual performance and organizational effectiveness; recruitment and selection planning; validation and evaluation measurements. Strategic, legal and ethical implications of staffing practices and decisions will be analyzed.

CORG 561 Developing Human Resources

(3 credits)

Pre-requisites:

CORG 555 Strategic HR Management

Human performance technology and organizational learning models address individual, team and organizational performance problems: diagnosing workplace situations, identifying causes, selecting appropriate interventions, implementing change, and evaluating results; increasing client capability delivering results while considering internal and external factors affecting performance (competing pressures and resource constraints); strategic, legal and ethical implications.

CORG 562 Total Compensation and Rewards

(3 credits)

Pre-requisites:

CORG 555 Strategic HR Management

Strategic compensation management within a behavioural framework to understand rewards and motivation, work satisfaction and performance. Use of financial and non-financial rewards to attract, retain and motivate. Legal, economic, ethical and culture-fit issues in the design and implementation of direct and indirect compensation policies and systems.

CORG 565 Human Resources Information Systems: HRIS

(3 credits)

Pre-requisites:

CORG 555 Strategic HR Management

How to measure human resources management value and effectiveness; data sources relevant to strategic, operational, legal and ethical HR decisions: acquiring and analyzing data from HRIS, internet, surveys; methods to ensure validity of HR metrics. Survey of specialized computerized HRM applications.

CPL2 510 Communication and Networking Skills

(3 credits)

Pre-requisites:

None

This course will provide students with leadership skills pertaining to communication and networking in the workplace. Topics covered include influencing, appraising situations, business networking, teamwork and delivering effective presentations.

Course Descriptions (cont.)

CPL2 532 Leading Change

(3 credits)

Pre-requisite:
None

Leading and managing change issues, including the leader as a change agent and the change process itself. Various models of change and change leadership will be reviewed, as well as follower reluctance or resistance to change and strategies that leaders can use to gain follower commitment.

CPL2 533 Developing Leadership Skills

(3 credits)

Pre-requisites:
None

Role of leadership training and development in personal and organizational effectiveness. Assessing and developing personal leadership skills; developing leaders in organizational settings.

CPL2 534 Leading in Diverse and Global Workplaces

(3 credits)

Pre-requisites:
None

Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

Professional Associations

If you have general questions about the professional practice of human resources, you may visit the following websites:

- The Canadian Council of Human Resources Associations (CCHRA): <http://www.cchra.ca/about-us/>
- CCHRA's member associations: <http://www.cchra.ca/chrp-designation/>
- The Society for Human Resources Management: <http://www.shrm.org>
- The Human Resources Planning Society: <http://www.hrps.org>
- The International Public Management Association for Human Resources: <http://www.ipma-hr.org>

L'Ordre des conseillers en ressources humaines et en relations industrielles agréé du Québec (ORHRI)

ORHRI is the primary reference organization in its field in Quebec. It has a membership of close to 9,500 professionals, candidates and students, including almost 5,000 Certified Human Resources Professionals (CHRP) and 2,500 Certified Industrial Relations Counsellors (CIRC). It is the only organization devoted to the protection of the public authorized by the Professional Code to confer these professional designations.

Active in all sectors, CHRPs and CIRC contribute to the development and maintenance of a healthy working atmosphere and a safe, efficient organizational environment that respects the uniqueness of each and every employee. They also represent employers and employees in various areas of HR management, from industrial relations, to staffing, training, occupational health and safety, organizational development and compensation.

Students who are interested in membership or further information concerning ORHRI should contact Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec:

1200 McGill College Avenue, Suite 1400
Montreal, Quebec H3B 4G7
Telephone: (514) 879-1636; Fax: (514) 879-1722.
Email: info@orhri.org
Website: <http://www.orhri.org>

Please note, students who hold a Bachelor's Degree in Commerce or a Bachelor's Degree in Arts (Industrial Relations or Industrial Psychology or equivalent), AND wish to fulfill the requirements of the ORHRI must complete the Diploma in Human Resources Management program.

Admission Requirements

1. Bachelor's degree (or equivalent) as approved by the Graduate and Postdoctoral Studies Office, and have a minimum cumulative grade point average (CGPA) of 3.0/4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years.
2. If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.
 - a. **Letter of Intent:** A letter, 1 to 2 pages in length single-spaced, written in English or French, which addresses the following:
 - basis for interest in the program;
 - your knowledge that would be pertinent to the program;
 - your interest in the field of study and the reasons for applying to our program
 - plans for integrating the training into your current or future career;
 - a description of your professional experience and its relevance, if applicable, to the program
 - awards received or other contributions;
 - any additional information relevant to your application.
 - b. **Curriculum Vitae**
 - c. **Two Letters of Reference:** At least one should be from a current or former employer.
 - d. **GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

Admissions Procedures

How to APPLY to the *Diploma in Human Resources Management*?

Please follow the steps below:

STEP 1:

- Go to <https://www.mcgill.ca/continuingstudies/>
Click on “Apply”
Click on “Graduate Programs”

STEP 2:

Verify on the “**Apply for Admission to a Program**” page, the “Application Deadlines” for Canadian/Permanent Residents or International Students to ensure that you submit your application before the term deadline.

STEP 3:

- **Review your Admission Requirements:** Once you have checked your application against all the requirements, you will be ready to apply to the program.
- Before you proceed you will need:
A valid **email address** and a **credit card** (Visa, MasterCard or American Express).

STEP 4:

- Once you are ready to apply online:
Click on “**Click here now**” to bring you to the Application for Admission page.
- Click on the red bold “**Apply Now**” on the Application for Admission page.
(Do **not** apply through “uApply” link).
- Fill in the login information on the “Admissions Login” page and the Biographical Information.
- On the “Apply for Admission” page, fill in the information requested.
NOTE: When asked: “What are you applying for at McGill”, click on “Continuing Studies”
- Select the program you are applying to on the “Program Choice Selection” page.
- Continue to fill in the remainder of the application. (All sections to be completed are indicated in the textbox on the left hand side of the screen).

STEP 5:

- Once you have applied online, you will receive a confirmation email providing you with a McGill ID number and a 6-character **PIN (Personal Identification Number)**.
- You will need to use this information to **log into MINERVA** (www.mcgill.ca/minerva) (McGill’s web-based information system for students) so that you can upload documents required for admission and follow-up on your status of your application.

STEP 6:

- Once your application has been received and you have access to your Minerva account, you will be able to **upload your supporting documentation**, including a copy of transcripts. (A copy of your transcript with confirmation of degree awarded and date of graduation).
- Uploading your documents will speed up your application process and is strongly recommended.
- For instructions on how to proceed, please go to: www.mcgill.ca/applying/submitting-your-documents/uploadingdocuments/

(If you are unable to upload the documents, you can send them by regular mail or bring them in person to our Client Services office at the address above).

STEP 7:

- **Sending official transcripts: All transcripts received via the upload process are considered unofficial.** If transcripts are required for your application, you will also need to have any official transcripts sent directly to the School by mail, in a sealed envelope by the educational institution(s) where you studied.

What is an Official Transcript?

If you have studied at an institution:

- In Canada or the United States – you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution’s logo.
 - Outside of Canada or the United States, - you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution’s logo.
 - **Note:** In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from the **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ - <http://ottiaq.org/>)**.
- You need to request **official transcripts** as soon as possible once your application has been submitted to the School of Continuing Studies. Your Educational Institution must then mail these directly to the appropriate office below:

Client Services c/o Admissions

McGill University – School of Continuing Studies
688 Sherbrooke Street West, Room 1125
Montreal, QC
Canada, H3A 3R1

- **Important:** You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.
- **Note:** All required documents received by McGill University School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.
- **Note:** Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as it would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

Language Requirements

- The **language of instruction** for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course.
- Applicants must demonstrate an adequate level of **proficiency in English prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program.
- In all cases, the University reserves the right to require **proof of English** proficiency if it is deemed necessary. For additional information, please click on the link below.

<https://www.mcgill.ca/continuingstudies/language-policy>

Exemption by Examination

Students admitted to a Certificate, Graduate Certificate or Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken an equivalent 3 credit course, at the appropriate level elsewhere or successfully completed the Exemption by Examination test. Otherwise the student must register for the course.

- Please note that the Exemption by Examination test is **not applicable to required or complementary course(s)** within a program.
- You cannot take the Exemption by Examination test if you have already attempted the course (a grade of W is considered as have attempted the course).
- If you are unsuccessful in the Exemption by Examination test(s) you will not be permitted to repeat the test(s) and must instead enroll in the course(s) for which the particular test(s) was taken.

You must be admitted into a program or have applied to a program to be eligible to write the Exemption by Examination test. (The test is optional).

For more information on how to obtain a course exemption by means of a challenge exam, please consult the Exemption by Examination form available on our website at:

<https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

Student Awards and Financial Aid

Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships, and Graduating Prizes issued varies from year to year, depending on funds received and their specifications.

McGill University's School of Continuing Studies Bursaries

The School of Continuing Studies will post the application form and eligibility requirements for the active term on its website. Please refer to link below for further information.

<https://www.mcgill.ca/continuingstudies/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Scholarships

For a list of McGill Scholarships, please consult the McGill School of Continuing Studies website by clicking on the link below.

<https://www.mcgill.ca/continuingstudies/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Graduating Prizes

For a list of McGill SCS Graduating Prizes, please consult the McGill School of Continuing Studies website by clicking on the link below.

<https://www.mcgill.ca/continuingstudies/graduating-students>