BUILDING BLOCKS OF HUMAN RESOURCE MANAGEMENT
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Organizations today are increasingly concerned and focused on attaining the highest level of performance excellence. For meeting and exceeding these aspirations, the most important asset that businesses look to is their people. Human Resource (HR) remains the most critical, sustainable and inimitable source of competitive advantage for the 21st century enterprise.

Building Blocks of Human Resource Management is a high-impact 4-day program during which HR professionals learn to construct the fundamental and critical building blocks of a performance driven Human Resource Management system. The program exposes participants to core HR tools and techniques which can effectively contribute to generate value within an organization.

BENEFITS
This program enhances participants’ knowledge of HR functions and processes and builds practical and demonstrable skills required to manage the HR at both the departmental and organizational level. The participants get a chance to connect the role of HR processes with performance, results and value creation for the organizational success.

The program focuses on conceptual and practical aspects of HR function. Through a blend of simulation and relevant case studies, participants gain understanding and insight on;

- Creating value through main HR functions such as job analysis, recruitment and selection, performance management etc.
- Developing skills and competencies required to lead an effective HR function with an expanded role in the organization
- Managing the linkages and consistencies between different HR functions

DATES: November 22 - 25, 2016
PROGRAM FEE: PKR 95,000
RESIDENTIAL FEE: PKR 45,000
LOCATION: LUMS, Lahore

- Enhancing HR decision making skills in different situations and contexts and linking them to organizational performance
- Developing capabilities to implement effective HR systems
- Modern trends and issues in managing HR

COVERAGE
- Role of HR in organizations
- Job analysis and design
- Recruitment and selection
- Performance appraisal systems and processes including feedback
- Training and development
- Contemporary topics in HR: Balance scorecard, HRIS, ROI on HR, and managing HR in economic downturn

WHO SHOULD ATTEND
The program is designed for HR Business Partners, Human Resource Managers / Assistant Managers, people who are looking for a move into HR function, Line Managers and Unit Heads who manage their own HR function.
**PROGRAM DIRECTOR**

Anwar Khurshid  
Professor, Technology and Organization Management  
PhD, Michigan State University  
MBA, Ohio State University  
MSc, State University of New York

**Research Interests:**  
Organization Design & Development; Change Management;  
Leadership & Team Building; Management of Technology & Innovation and Quality Management

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**PROGRAM FACULTY**

Muhammad Abdur Rahman Malik  
Assistant Professor, Organizational Behavior and HRM  
PhD, Lahore University of Management Sciences  
DBM, Lahore University of Management Sciences  
BE, University of Engineering & Technology, Lahore

**Research Interests:**  
Creativity; Motivation; Performance Management Systems
TERMS AND CONDITIONS

ADMISSION PROCESS
Applications will be screened with regard to their suitability for each program. Kindly ensure that your complete online application form reaches the office by the deadline. Incomplete application forms will not be entertained.

Our online application form is available at our website: https://redc.lums.edu.pk/program-calendar

PROGRAM FEE
The fee includes tuition cost, reading material, tea and lunch served during the program. If you wish to avail accommodation at LUMS, there will be additional fee. It includes accommodation, breakfasts and dinners for the duration of the program. However, any extra charges such as telephones, extra meals etc. should be paid on departure. You may check-in on the evening preceding the start date of the program and check out the morning after the program ends. You are, however, requested to inform us of the time of your arrival and departure.

ACCOMODATION
We offer single bed accommodation at the Rausing Executive Centre. Each bedroom with attached bathroom is equipped with mini-fridge, writing desk and direct dial STD/ISD telephone and cable TV. All bedrooms at REC are internet-ready. Please note we do not provide accommodation for drivers accompanying participants.

PAYMENT
Payment is due upon receipt of the acceptance letter along with the invoice. Please ensure that the payment reaches the office BEFORE the start of the program. Space in the program may only be ensured after we receive the fee.

Our preferred mode of payment is by cheque/banker’s draft payable to Lahore University of Management Sciences.

Please send the cheque to:
Marketing Manager
Rausing Executive Development Centre

Lahore University of Management Sciences
Opposite Sector “U”, DHA, Lahore - 54792
Tel: +92-42-35608119-8243

* LUMS is a non-profit organization under section 2(36) of the Income Tax Ordinance 2001. Accordingly, under section 100C (2) (d), the income of LUMS is not tax deductible/collectable.

DISCOUNT POLICY
For any executive program, if more than two executives from the same organization participate (up to a group size of 5 participants), each additional participant after the first two gets a 20% discount on the program fee.

SUBSTITUTES/TRANSFERS AND REFUNDS
If you are unable to attend a registered course we will accept a substitute until two working days before the program. Substitute candidates will be subject to the same selection process as the original candidate. If you wish to cancel your name from a program, please notify in writing at least five working days before the program. Course fee will be refunded after deducting an application-processing fee of PKR 20,000/-. There will be no refund for cancellation received after the withdrawal date or in case of no-show.

It is possible to transfer to another program within 2 years. The deposited fee will be carried forward after deducting the application-processing fee of PKR 20,000/-. Please note that only one transfer is permitted. After 2 years the deposited fee will be forfeited. Transfers should be notified at least five working days before the program.

All notifications of cancellations, substitutes and transfers must be confirmed in writing.

Note: REDC may cancel or postpone a program due to insufficient enrolment or unforeseen circumstances. In this case, University will refund registration fee and is not responsible for any other related charges/expenses including cancellation/change charges by airlines and travel agencies. In case of postponement, the fee may be transferred to the rescheduled offering of that program or any other program as an alternate to refund. The University reserves the right to make changes in its program policies and fees at any time.

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