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HUMAN

RESOURCE

GENERALIST

....

BATCH 3 - 2024

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CHRG®
Certified Human
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Mihwariy Exlusive Learning Program

Human Resource Certification Body

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MIHWARIY

**HUMAN RESOURCES AND ORGANIZATION
DEVELOPMENT CONSULTANCY**

CHRG®

CERTIFIED HUMAN RESOURCE GENERALIST

A Mihwariy Exclusive Learning Program

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HUMAN RESOURCES AND ORGANIZATION DEVELOPMENT CONSULTANCY

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HOW TO USE THIS
APPLICANT'S GUIDE

This applicant's guide contains information on how you can apply for the Human Resource Generalist Certification (CHRG). It requires that all Certification applicants read this entire guide. The purpose of this guide is to provide you important information about the policies and procedure for obtaining the Certification.

MIHWARIY CONTACT INFORMATION:

For general information about the Mihwariy Certification Program, email us at: **info@mihwariyph.com**

ABOUT
MIHWARIY'S
CERTIFICATION PROGRAM

Mihwariy's HR Certification Programs offer a unique opportunity to validate and showcase your skill level for important human resources and organizational development disciplines.

Completing a certification training means expanding your skill set with in-demand human resources and organizational development skills and getting a credential to get recognized by the industry and to stand out amongst your peers.

Majority of HR hiring managers list HR certifications as the key factor in their career advancement.

Certified HR & OD professionals reported significantly higher levels of career success, respect from colleagues and pride and commitment to the profession.

HR & Business professionals who earn Certification report significantly higher levels of credibility as HR professionals.

Those who earn Certification report earning salaries 16% to 18% higher than peers who have not earned any Certification.

OVERVIEW OF
HUMAN RESOURCE GENERALIST CERTIFICATION

A. COMPETENCY

The HR Generalist Certificate program gives you the knowledge, tools, and templates you need to succeed as an HR team of one. From setting up frameworks to managing performance, this course helps you build and execute key HR processes, navigate challenging conversations, and add value to the business.

With the combination of bite-sized lectures and practical discussions, the HR Generalist Certificate Program is the go-to resource for ambitious HR generalists looking to make an impact

B. ELIGIBILITY REQUIREMENTS

To be eligible for the Human Resource Generalist Certification, applicant must meet any of the requirements below:

- Currently enrolled or graduating student in any Entrepreneurship/Business/Trade/Management/Finance/ Engineering/Legal management/Law related courses.
- Graduates of MA Psychology or MBA/MPA Major in HR/ People Administration/Public Administration.
- Faculty members handling HR/Business subjects or courses.
- Government employees or officials with interest in Human Resources field of study.
- Any 4-year degree holders with interest in HR related work or industry.
- Business owners, People Managers, Supervisors, Team Leaders with any 4-year degree.

OVERVIEW OF
HUMAN RESOURCE GENERALIST CERTIFICATION

C. CERTIFICATION PROCESS

1 **APPLICATION**

- Registration
- Orientation (1 hr)

2 **LECTURE & DISCUSSION**

- Actual Lecture & Discussion (16 hrs)
- Case Studies (2 hrs)

3 **ASSESSMENTS**

- Assessment / Examination (2 hrs)

4 **CERTIFICATION**

- Presentation of Certification

OVERVIEW OF
HUMAN RESOURCE GENERALIST CERTIFICATION

D. APPLICATION TO CERTIFICATION TIMELINE

ACTIVITY	PROCESS TIME/SPECIFICS
Online registration through Mihwariy e-Registration Portal	***
Issuance of Registration Account	24-48 Hours upon receipt of registration and payment
Payment (See Payment Instructions)	***
Program Orientation	30 to 60 mins
Lecture & Discussions Schedule	TBD
Assessment / Examination	TBD 80% - Passing Rate
Presentation of Certification	***

TOPICS COVERED

CODE	TOPIC TITLE	DESCRIPTION
CHRG-1	**HR Planning & Budgeting**	Systematic collection of information and data so that the finances needed to support an organization's objectives can be projected.
CHRG-2	**Talent Acquisition & Onboarding**	Learn the process of finding and **recruiting** workers for any organization. This involves sourcing, interviewing, hiring, and **onboarding.**
CHRG-3	**Competency Mapping**	Learn the process of identifying the specific skills, knowledge, abilities, and behaviors required to operate effectively in a specific trade or job position.
CHRG-4	**Learning & Development**	Understand the process of enhancing employees with new knowledge, skills, and capabilities to improve their job performance as well as the business's performance as a whole.

TOPICS COVERED

CODE	TOPIC TITLE	DESCRIPTION
CHRG-5	Performance Management - KPI	Learn the continuous process of communicating and clarifying job responsibilities, priorities, performance expectations, and development planning that optimize an individual's performance and aligns with organizational strategic goals.
CHRG-6	Total Rewards Management	Understand and execute the process of developing and implementing a comprehensive compensation and benefits strategy, which includes both pay and non-pay components.
CHRG-7	Succession Management	Learn the process and strategy for replacement planning or passing on leadership roles. Identify and develop new, potential leaders who can move into leadership roles when they become vacant.
CHRG-8	Essential HR Metrics	Human Resource metrics are measurements used to determine the value and effectiveness of HR initiatives, typically including such areas as turnover, training, return on human capital, costs of labor, and expenses per employee.
CHRG-9	Labor Relations	Labor relations deals with the management of employee contracts, documentation of grievances, coordination with unions, and staying up to date with the current labor law.

ONLINE EXAMS

In order to be certified, candidate must complete the online exam with an overall passing rate of 80%.

CODE	TOPIC TITLE	NO. OF ITEMS
CHRG-1	HR Planning & Budgeting	15
CHRG-2	Talent Acquisition & Onboarding	15
CHRG-3	Competency Mapping	15
CHRG-4	Learning & Development	15
CHRG-5	Performance Management - KPI	15
CHRG-6	Total Rewards Management	15
CHRG-7	Succession Management	15
CHRG-8	Essential HR Metrics	15
CHRG-9	Labor Relations	30
	TOTAL ITEM	150

DISCOUNTS & PAYMENT
INSTRUCTIONS

A. Fees

The regular certification fee is **(Php 12,000.00)**

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TO ENJOY OUR UNIQUE PLANS & DISCOUNTS

FOR AS LOW AS P 1,500 ONLY

To learn more,
SCAN the **QR Code** or Go to:
www.mihwariiyph.com/vipcommunity

A VIP COMMUNITY MEMBER

WILL EARN 10 STAR POINTS

WHEN REGISTERED TO THE

CERTIFIED HUMAN RESOURCE GENERALIST PROGRAM

PAYMENT
INSTRUCTIONS

B. How To Register and submit payment?

Click or copy the link below:

https://paymongo.page/l/chrg

Instruction:

1. Open the payment gateway.
2. On the **"Enter Amount"** section, input desired amount.
3. Complete data required in the "**Order Information**" section.
4. Review the details then click **"Proceed to Checkout"**
5. On the payment method page, select your best payment option.
6. Complete the details and continue until you reach the payment confirmation.
7. Once payment is confirmed, save or screen shot for reference.

Accepted Payment Options:

VISA · MasterCard · GCash · Grab Pay · maya · BPI · UB · SECURITY BANK · AUB ASIA UNITED BANK · billease · LANDBANK

SEE YOU SOON! FUTURE
HUMAN RESOURCE GENERALISTS

MIHWARIY

Transforming Business. Transforming Lives.