

PROGRAM SYLLABUS

# HR Generalist

## Online Certification Program

Last update: October 16, 2024

**AIHR** | ACADEMY TO  
INNOVATE HR













# An overview

## of what you can expect from this program

### Gain the skills to succeed as an HR Generalist

Succeeding as an HR Generalist demands a solid and diverse skill set, as well as strong foundational knowledge of various areas of HR. From setting up policy frameworks to managing payroll, you are an HR department of one. The HR Generalist Certificate Program has been designed to support HR professionals in mastering this dynamic and challenging role.

The HR Generalist certificate program gives you the knowledge, tools, and templates you need to make an impact as an HR Generalist. Enroll now and gain the skills to build and execute key HR processes, navigate challenging conversations, and add value to your business.

|   |                  |  |
|---|------------------|--|
|    | <b>Type</b>      | Online self-paced learning                               |
|    | <b>Language</b>  | English (including subtitles)                            |
|   | <b>Duration</b>  | 42 hours   |
|  | <b>Access</b>    | 12 months  |
|  | <b>Structure</b> | 5 courses + capstone project / 10 modules                |
|  | <b>Testing</b>   | Quizzes, assignments, capstone project                   |
|  |                  | Digital certificate upon completion (including LI token) |
|  |                  | Eligible for HRCI, HRPA & SHRM credits                   |
|  |                  | Reading materials & bonus content                        |
|  |                  | 60-day money back guarantee                              |

# Learn in-demand skills

and take your career to the next level

## Learning objectives



### **HR Operations**

Understand key HR processes — from recruitment to payroll, and from performance management to employee engagement.



### **HR in a Scaling Business**

Learn how a scaling business impacts HR, and how to organize a HR service delivery model to enable further growth.



### **Structuring HR**

Enhance your HR toolkit with expertise to develop a truly strategic HR function, including HRM skills and stakeholder management.



### **Avoid Common Mistakes**

Keep your HR operation on track by learning about common HR mistakes and how you can avoid them.

## The perfect fit for

This course is for professionals who are taking their first steps in Human Resources Management, or want to improve their performance as an HR generalist.

This is a particularly good fit for those who have just joined a growing business as their only HR hire, or who are transitioning into an HR role.

# Curriculum structure

Practical. Comprehensive. Game changing.

• 2 MODULES

**Driving Business Value & Measuring Success**

• 3 MODULES

**Policies & Processes for the Employee Lifecycle Model**

• 2 MODULES

**HR in a Scaling Business**

• 2 MODULES

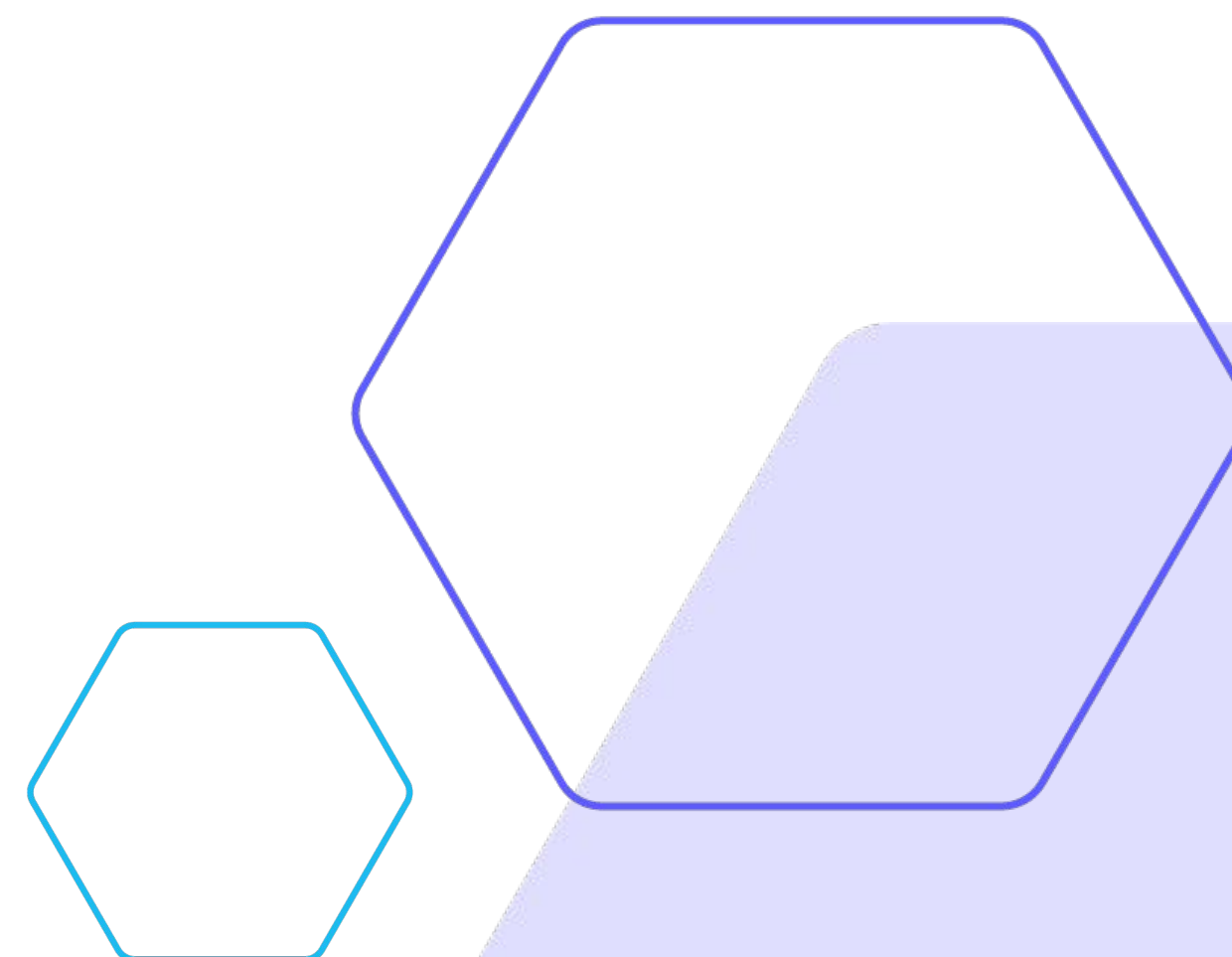
**HR Communications Toolkit**

• 3 MODULES

**HR in Practice: Daily Operations & Strategy Design**

• 1 MODULE

**Capstone Project**



# A detailed look

## at the curriculum and modules

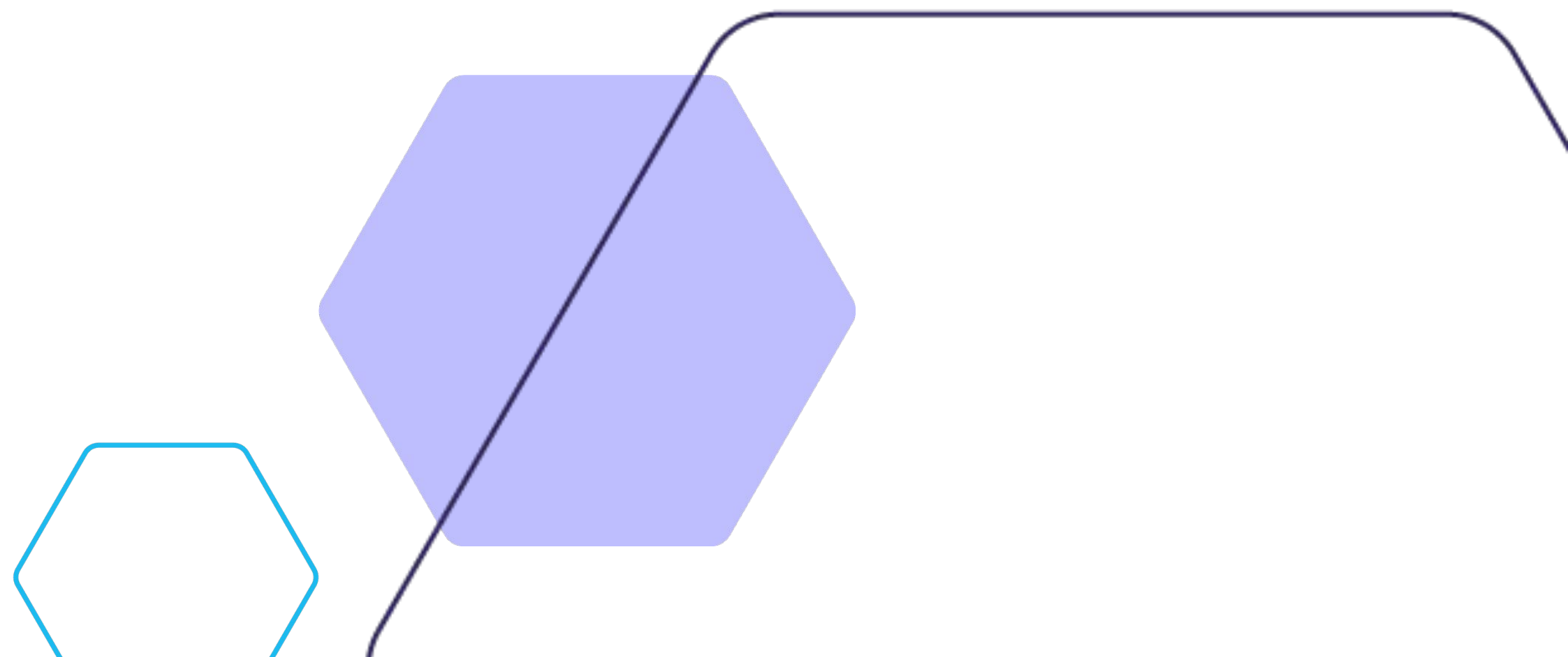
2 MODULES

### Driving Business Value & Measuring Success

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Start the program by examining the role of the HR generalist and understanding how you add value to the organization. What are your key responsibilities, and what can you do to make a difference? You will also learn how to create an HR canvas to communicate effectively with stakeholders and set relevant KPIs, letting you quantify your impact on the company.

- **The HR Generalist in Context**
- **Using the HR Canvas**





**3 MODULES**

## **Policies & Processes for the Employee Lifecycle Model**

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Next, it's time to get practical. You will kick off this module by learning to expertly position HR within the organization, set up a policy framework, and master the payroll process. You will also focus on people: from attracting the right candidates with a powerful employer brand to keeping employees motivated with effective performance and reward processes.

- **Getting the 4Ps in Place**
- **Bringing the Right People On-Board**
- **Keeping People Motivated and Connected**

**2 MODULES**

## **HR in a Scaling Business**

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With the foundations of HR established, it's time to take a closer look at HR for scaling businesses. You will learn about the scale up cycle and how to respond to each stage — including challenges such as downsizing and reorganization. Other key topics include building a culture-based strategy, and leader and founder dynamics. You will close the course by developing an HR operating model that is customized for a scaling business.

- **What Does it Mean to Scale?**
- **The Scale-Up HR Operating Model**



2 MODULES

## HR Communications Toolkit

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Soft skills are a crucial part of your HR toolkit, and this course helps you take them to the next level. You will learn about tools you can use to navigate difficult conversations, such as different listening strategies and communication styles. You will also study conflict management, and learn how to effectively provide feedback.

- **Preparing for a Courageous Conversation**
- **Conversation Strategies in Action**

3 MODULES

## HR in Practice: Daily Operations & Strategy Design

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Finally, you will close the program by getting into practical HR operations. You will learn how to plan, organize, and structure HR, and how to utilize HR technology for maximum effect. This course will also walk you through key aspects of strategic HR, from leading an HR team to acting as a business partner. Finally, you will learn about common HR mistakes and what you can do to avoid and overcome them.

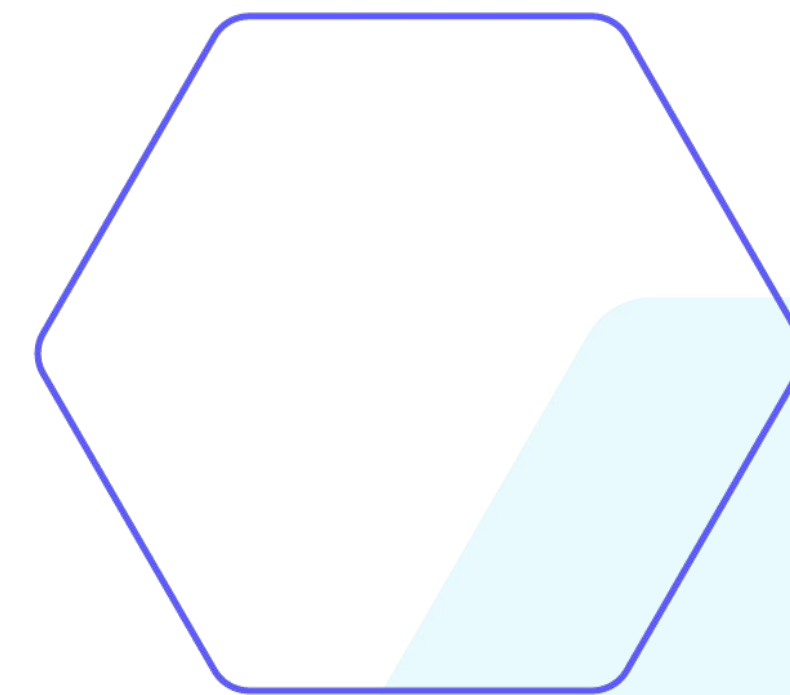
- **Managing a Function**
- **Bringing Strategy to The Function**
- **Avoiding Common Pitfalls**

1 MODULE

## Capstone Project

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The capstone project will help you put your newly acquired knowledge and skills into practice. The project covers a wide range of topics included in the certificate program, so that can confidently apply your new HR Generalist expertise in your organization.





# Proven online learning

## for Human Resources Professionals



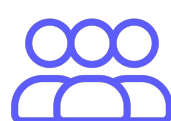
### Real-world projects

Develop practical skills through working on real-world projects and studying dozens of inspiring case studies



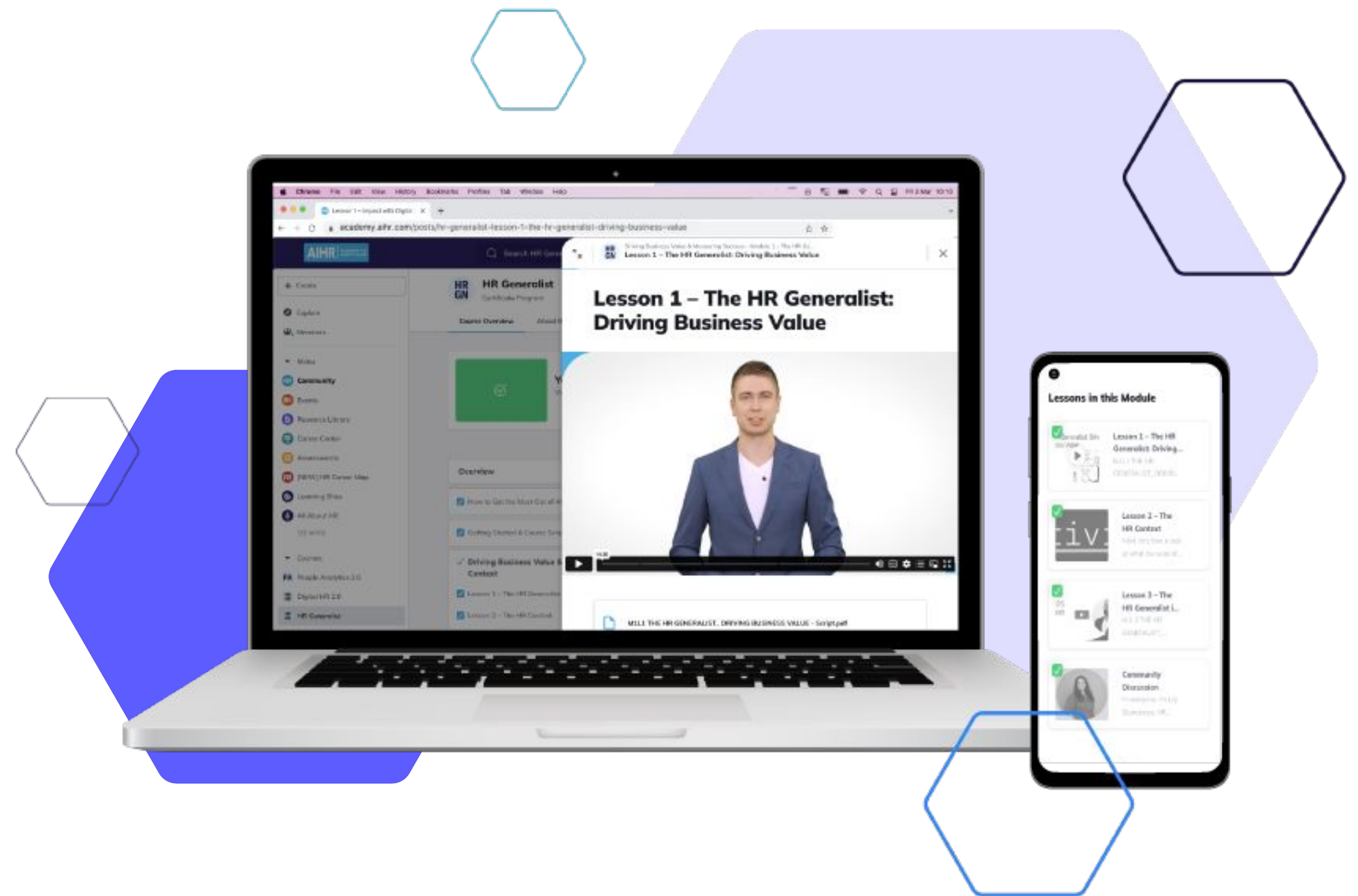
### Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training programs. Including a smartphone app.



### Practitioner community & coach

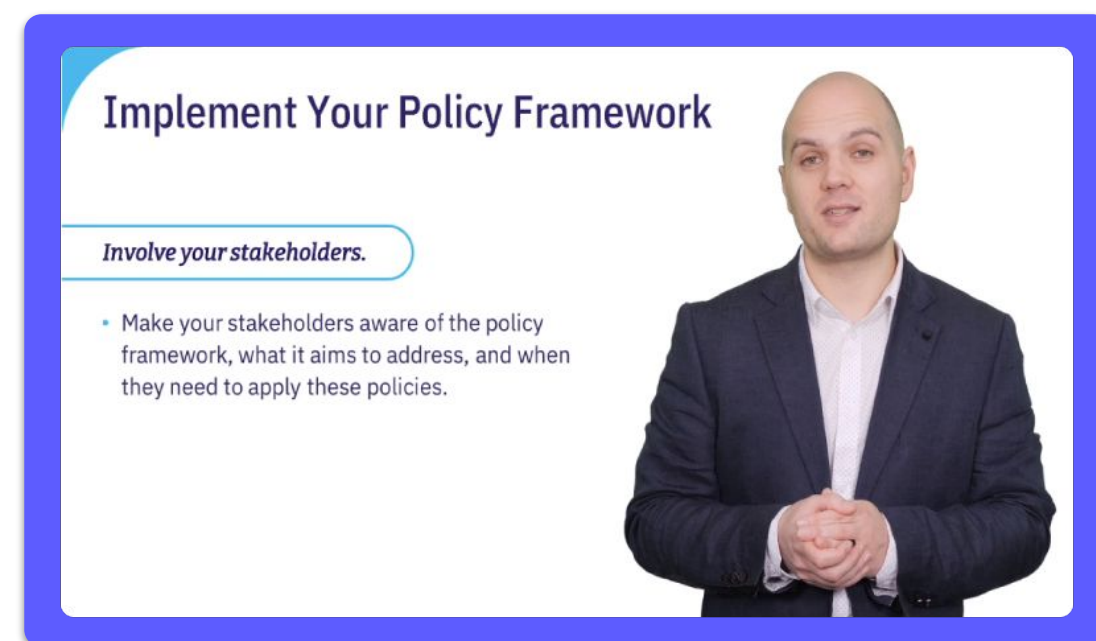
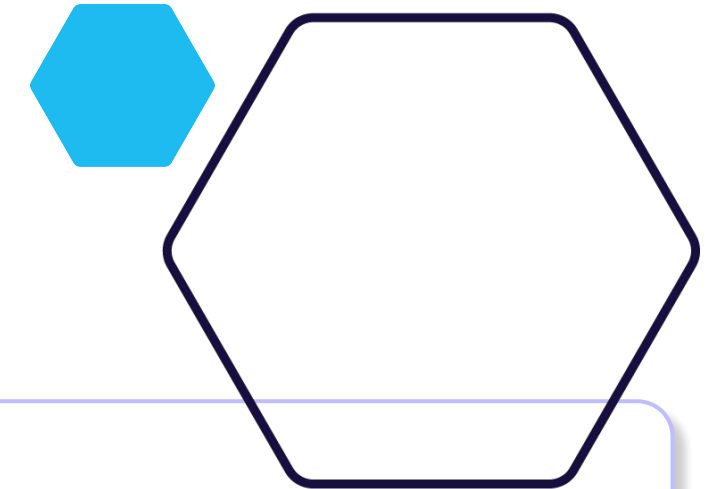
Collaborate with HR professionals from around the world or contact your personal coach if you need any assistance or input.



AIHR is an approved provider with the HR Certification Institute (HRCI®), a pre-approved provider with the Human Resources Professional Association (HRPA), and recognized by the Society for Human Resource Management (SHRM)

# Get a sneak peek

of lessons and course materials



## Engaging video lessons

Learn at your own pace with bite-sized, pre-recorded lessons by leading HR experts.

[Watch preview lessons](#)



## Practical guides

Fulfill your responsibilities as an HR Generalist with ease with practical downloadable guides.

[Download your guide](#)

| Example  |       |            |               |       |               |
|--|-------|------------|---------------|-------|---------------|
| Essential data   |       |            |               |       |               |
| Exiting position's hourly rate of pay                              |       | 25         |               |       |               |
| Supervisor's hourly rate of pay                                    |       | 30         |               |       |               |
| HR/Recruiting/Payroll average rate of pay                          |       | 27         |               |       |               |
| HARD COSTS   |       |            |               |       |               |
|  | Hours | Wages      | Other costs   | Total |               |
| Separation costs   |       |            |               |       |               |
| Exit Interview (staff administration time)                         | 1     | US\$ 27,00 |               |       | US\$ 27,00    |
| Exit Interview (departing employee being interviewed time)         | 1     | US\$ 25,00 |               |       | US\$ 25,00    |
| Payout of annual leave for departing employee                      | 80    | US\$ 25,00 |               |       | US\$ 2.000,00 |
| Other separation costs (unemployment benefits)                     |       |            | US\$ 1.000,00 |       | US\$ 1.000,00 |
| Separation costs   |       |            |               |       | US\$ 3.052,00 |
| Vacancy costs  |       |            |               |       |               |
| Current employee extra work  | 40    | US\$ 25,00 |               |       | US\$ 1.000,00 |
| Temporary hire   | 40    | US\$ 20,00 |               |       | US\$ 800,00   |
| Vacancy costs  |       |            |               |       | US\$ 1.800,00 |
| Replacement costs  |       |            |               |       |               |
| Requisition/Job postings (administrative time and ad costs)        |       |            | US\$ 500,00   |       | US\$ 500,00   |
| Interviewing time  | 10    | US\$ 27,00 |               |       | US\$ 270,00   |
| Preemployment testing (administrative time and/or costs)           | 2     | US\$ 27,00 | US\$ 700,00   |       | US\$ 754,00   |
| Reference/Background checking (time and/or vendor costs)           | 1     | US\$ 27,00 | US\$ 700,00   |       | US\$ 727,00   |
| Drug testing (administrative time and/or vendor costs)             | 1     | US\$ 27,00 | US\$ 500,00   |       | US\$ 527,00   |
| Job offer and onboarding (administrative time and/or vendor costs) | 1     | US\$ 27,00 |               |       | US\$ 27,00    |

## Downloadable templates

Save time and effort with a library of grab-and-go templates, guides, checklists, and more.

[Tour the library](#)

# Grow your skill set

## Enroll today

- Go to [www.AIHR.com](http://www.AIHR.com)
- Select your program and click the Enroll button
- Fill out your (company) billing address and payment details
- Create your student account
- Happy learning!



Customers give us an average rating of 8.9 out of 10.

AIHR is the place to learn the skills you need to advance your career and remain relevant in the ever-changing digital human resources landscape. We offer the most comprehensive curriculum of HR courses and certifications available worldwide and are a proud supplier of over 175 Fortune Global 500 companies.

