

# Postgraduate Diploma in HR and Organisational Psychology (Teach Out)

**SHRI Academy's PGDipOrgPsy** programme is designed to equip learners with the understanding of the psychological aspects of how organisations function. It is the study of behaviour at the workplace to promote work attitudes and organisational culture.

This programme will benefit People Managers, Executives, Managers and HR Professionals as well as for those who wish to advance their career in HR and also for professionals who are looking for a change in career. It will help you contribute to organisational development and change, training and development in job analysis and hiring, overcoming grievances at work and enhancing performance, motivation and job satisfaction.

This programme provides the basis for the study of organisational psychology at higher levels and also equips you with the basic skills in analysing, understanding research methodologies, changing and evaluating human behaviour as well as exploring the interaction between people and their physical and social environments. This programme does not qualify you to register as a psychologist.

Organisational psychologists find work in business, public sector organisation and the community.

## Who should attend

HR Professional and support staff with an acceptable degree and working experience who aspire to specialise in Organisational Psychology within the Human Resource Management function and understand the practical implementation in the business organisation. It is also appropriate for managerial and other professional staff who wish to have comprehensive knowledge and applications of Organisational Psychology and Reward Management.

## Course Content

### Module 1 – Human Resource Management (36 Hours)

This module gives an overview of the key functions of the human resource department including a segment dedicated to International Human Resource Management.

- Human Resource Management Functions
- Human Resources Strategies, Policies and Procedures
- Job and Competency Analysis
- Performance Management
- Human Resource Planning
- Recruitment and Selection
- International HRM

### Module 2 – Manpower Legislation & Industrial Relations

This module details employment legislation within the framework of Singapore's industrial relations system. The module equips participants with the essential obligations required by key employment statutes. It also allows an understanding of the framework and operations of the Singapore Industrial Relations system. The module ends with a segment on regional and international industrial relations.

### **Module 3 – Human Resource Development (36 Hours)**

This module provides learners with knowledge and skills for human resource development functions. Through a project/assignment, learners will develop and acquire the necessary skills and expertise. The module includes an overview of People Developer programme.

- The Training Process and Theories
- Approaches and Techniques to Training Needs Analysis
- Set Training Objectives and Design Training Programmes
- Planning and Resource Requirements
- Implementing and Monitoring Training Programme
- Evaluation of Training Effectiveness
- The People Developer Programme and Future Trends in HRD

### **Module 4 – Workplace Interventions (Counselling, Coaching & Mentoring) (30 Hours)**

This module gives learners an overview of the various workplace interventions such as coaching, counselling and mentoring, as well as the importance of the counsellor's/coach's self awareness and the essential therapeutic skills that are needed to conduct a counseling/coaching session.

- What is Counselling, Coaching and Mentoring?
- Counsellor's/Coach's Self Awareness and its implications on a Counselling/Coaching Session
- Essential Therapeutic Skills
- Motivational Interviewing

Upon completion of this module, learners will be able to gain an overview of:

- The Differences between Coaching, Counselling and Mentoring
- The Importance of Counsellor's/Coach's Self Awareness and its implications on a Counselling/Coaching Session
- The Essential Therapeutic Skills that are used in conducting a Counselling/Coaching Session
- The Motivational Interviewing Framework as a Model used in conducting a Counselling/Coaching Session

### **Module 5 – Statistics, Applied & Research Methods – Psychometric Assessment (30 Hours)**

- This module examines theories and principles underlying the construction and use of psychological tests.
- Focus will be on psychometric theory and test construction during the 1st half of the module. During the 2nd half of the module, the lessons will examine and critically evaluate a variety of tests that assess intelligence, achievement, aptitude, personality and psychopathology. Issues and controversies associated with psychological testing will also be covered. The approach to all topics will be rigorously empirical.
- This module is not designed to make one into an accomplished psychometrician (i.e. one who gives tests) nor it is designed to make one a skilled psychometrician (i.e. one who constructs tests), nor will it give you "hands on" experience with psychometric computer programmes. Rather it is aimed to allow one to understand the fundamental theoretical issue concerning the psychometrician.

Upon completion of this module, learners will be able to:

- Acquaint with the fundamental vocabulary and logic of psychological measurement and behavioural assessment.
- Develop its capacity for critical judgment of the adequacy of measures purported to assess behaviour in the role of theory development.
- Acquaint with some of the relevant literature in personality assessment, psychometric theory & practice, methods of observing and measuring behaviour.
- Instill an appreciation of and interest in the principles & methods of psychometric theory in general and behaviour assessment in particular.

The modules listed above may be conducted in a different sequence.

## Course Duration

### Intensive Weekend Classes

- 6 months; 180 training hours
- Lessons are conducted on 2 Friday evenings (7pm – 10pm) and 2 weekends (full day; 9am – 5.30pm) per month/ module.

## Assessment Methods

Candidates are assessed by individual assignment and/or group assignment with class presentation and written examination at the end of each module except for **Strategic and Change Management** module whereby assessment is based on group and individual assignments. Candidates must obtain a pass mark in both their **individual assignment and/ or group assignment with class presentation** and **written examination** to pass the module.

## Graduation and Degree

Students who successfully complete and pass the modules stipulated in the course structures will be awarded the **Postgraduate Diploma in HR and Organisational Psychology** from SHRI Academy Pte Ltd and graduates may use the title “PGDipOrgPsy” after their names.

## Advancement

PGDipOrgPsy graduates holding bachelors degree are encouraged to enroll for the **Master of Science in Human Resources (Top-Up)** programme, jointly offered by Edinburgh Napier University (UK) and SHRI Academy, subject to validation of the programme and acceptance by the University.

## Exemption Criteria

- Exemptions will be granted to SHRI Postgraduate & Graduate Diploma graduates.
- Approval for exemption is on a case-by-case basis at the sole discretion of the SHRI Academy Academic and Examination Board.

## Admission Requirements

	Fresh Graduate	Mature Adults
<b>1. Minimum Academic Qualification:</b>	Bachelor's Degree in any discipline	Diploma with at least 8 years working experience
<b>2. Minimum Working Experience:</b>	NIL	8 Years
<b>3. Minimum Age:</b>	21 Years	30 Years
<b>4. Minimum Language:</b>	GCE 'O' Level credit pass in English; or IELTS 6.0 or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6, or its equivalent	GCE 'O' Level credit pass in English; or IELTS 6.0 or Level 6 in ESS (Employability Skills System) or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6, or its equivalent

## Programme Fees

Application Fee – **S\$107.00 inclusive of GST** (non-refundable and non-transferable, payable upon application)

### Total Course Fees Payable

Fee Breakdown	Amount (S\$)
Course Fee	5,153.36
Membership Entrance Fee	120.00
Membership Subscription Fee – 1 Year	50.00
<b>Total Course Fees</b>	<b>5,323.36</b>
Add 7% GST	372.64
<b>Total Course Fees Payable</b>	<b>5,696.00</b>

*All fees to be payable in full prior to the orientation/course commencement date.*

*1st Installment payment to be payable in full prior to the orientation/ course commencement date.*

For more information on UTAP funding Contact Ms Lynn: +65 64223785 or [lynn.koo@shri.org.sg](mailto:lynn.koo@shri.org.sg)

## Application Procedures

All applications must be submitted with the following:

- Completed application form\*
- One recent passport-size photograph
- Front & Back photocopies of NRIC/ Passport
- Certified true copies of academic certificates & transcripts\*\*
- Application Fee

\* Application forms are obtainable from SHRI Academy

\*\* Applicants are required to bring along their original documents (for verification purposes) including copies of education qualifications and result transcripts.

## Payment Mode:

- NETs, Credit Card (subject to additional admin charges)
- ATM Transfer
- Cheque, Bank Draft, Money Order, Cashier's Order  
Payable to : SHRI Academy Pte Ltd
- Internet Banking and Telegraphic Transfer directly to:

Account Name : SHRI Academy Pte Ltd  
Bank Name : DBS Bank Ltd  
Account No. : 003-906454-3 (Current Account)  
Branch Name : DBS MBFC Branch  
Bank Code : 7171  
Branch Code : 003  
Swift Code : DBSSSGSG

Students should email and notify SHRI Academy immediately of any payment made by Bank Transfer, ATM Transfer or Telegraphic Transfer.

## Next Intakes

Please indicate your choice of intake for registration purposes.

Intake	Commencement Date	Application Closing Date
Intensive Weekend Classes		
53rd (Last Intake)	5 Jan 2018	29 Dec 2017

For further information, please contact Ms. Lynn via phone (65) 6422 3785, or email [lynn.koo@shri.org.sg](mailto:lynn.koo@shri.org.sg)



Cert No. : EDU-2-2107  
Validity : 12/09/2017 - 11/09/2021

SHRI Academy  
CPE Registration No. 200722689Z  
CPE Registration Period: 30-01-2016 to 29-01-2020