Certified Human Resource Professional (CHRP) - Program Outline

Duration: 05 Months (80 Credit Hours)
Schedule: Saturday & Sunday
Timing:
    Saturday: 5:00 PM - 7:00 PM
    Sunday: 10:00 AM - 12:00 PM
Format: Interactive Training | Practical Exercises | Diploma Program
Trainer: Haider Khan - Head of Human Resources | Strategic HR Leader
Fee: PKR 12,000 per month

Learning Outcomes

Upon successful completion of the CHRP program, participants will be able to:

- Apply core HR tools in recruitment, performance management, compensation, and HR operations.
- Align HR strategies with organizational objectives and operate as strategic HR business partners.
- Evaluate and enhance HR practices using modern methodologies.
- Ensure compliance with labor laws and ethical HR standards.
- Utilize HR analytics for data-driven decision-making.
- ead Diversity, Equity & Inclusion (DEI) initiatives.
- Execute practical HR projects demonstrating measurable organizational impact.

Graduates will confidently implement practical HR solutions that create tangible business value.

Certifying Bodies

• Skill Development Council Karachi (SDC)
A Project of the Ministry of Federal Education & Professional Training, Government of Pakistan

• Aasaan Career - Mind Sciences Based Career Development Center

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Program Overview

The CHRP at Aasaan Career Institute is a comprehensive 5-month weekend certification program designed to build both strategic and operational HR competencies.

Ideal For:

• Fresh graduates entering HR
• Career switchers
• HR professionals seeking advanced practical expertise

Program Structure & Schedule

The CHRP follows a structured modular framework delivered over **20 weeks**, with two interactive sessions per week (in-person/hybrid).

Week 1 - Orientation & Introduction	Weeks 2-18 - Modular Coursework
• Program objectives and expectations • Assessment and certification criteria • Foundational HR concepts • Professional networking session	Each module spans 1-2 weeks and includes: • Real-world case studies • Applied exercises • Practical tools & templates • Individual assignments

Weeks 19-20 - Capstone & Final Assessment

Capstone Project:
Participants develop and present a comprehensive HR project integrating multiple domains.

Final Examination:
Comprehensive evaluation covering all modules.

Certification Requirement:
Minimum 60% in assignments, exam, and capstone project.

Course Facilitator Profile

Haider Khan

Head of Human Resources | Strategic HR Leader

About the Trainer:

With over 20 years of experience across corporate, nonprofit, textile, and media sectors, Haider Khan specializes in transforming HR into a strategic business function. He currently leads nationwide HR strategy across multiple campuses, managing 450+ staff and driving governance, performance systems, and ERP implementation.

Specializations:

• Strategic HR Planning & Governance
• Digital HR Transformation (Odoo ERP, SAP, Mi HCM, TimeTrax)
• Performance & Succession Frameworks
• DEI Policy & Inclusive Hiring
• HR Analytics & Workforce Optimization
• Executive & HR Committee Leadership

Certifications:

• MBA - Human Resources (KASBIT)
• CHRP (PIQC/NED)
• Professional Career Counselor (SDC)

• SAP HCM (ExD/NAVTTC)
• Diploma in Life Coaching

Course Modules Outline

Module 1: Strategic HRM & HR Business Partnering	Module 2: Workforce Planning & Talent Acquisition
Focus: HR strategy alignment, Ulrich HRBP Model, change management Assignment: Develop an HR Strategy Document	Focus: Job analysis, recruitment strategy, competency-based selection Assignment: Draft JD & Recruitment Plan
Module 3: Performance Management & Engagement	**Module 4: Learning & Development**
Focus: KPIs, appraisal systems, engagement strategies Assignment: Performance & Engagement Improvement Proposal	Focus: TNA, training design, succession planning Assignment: Training & Development Plan
Module 5: Compensation & Benefits	**Module 6: HR Operations & Policy Development**
Focus: Salary structures, payroll basics, benchmarking, legal compliance Assignment: Compensation Proposal	Focus: SOP writing, HR manuals, operational metrics Assignment: Draft HR Policy/SOP
Module 7: Employee & Labor Relations	**Module 8: Diversity, Equity & Inclusion (DEI)**
Focus: Labor law compliance, grievance handling, disciplinary procedures Assignment: Employee Relations Case Analysis	Focus: Inclusive culture, bias mitigation, DEI metrics Assignment: Design DEI Initiative
Module 9: HR Analytics & Digital HR Transformation	**Module 10: Organization Development & Change Management**
Focus: HR dashboards, HRIS, data interpretation, AI in HR Assignment: HR Analytics Report	Focus: OD interventions, Kotter & ADKAR models, stakeholder management Assignment: Change Management Plan
Module 11: HR Audit & Quality Improvement	**Module 12: Capstone Project & Final Assessment** **Capstone Project**
Focus: HR audits, ISO standards, continuous improvement Assignment: HR Improvement Action Plan	Integrated real-world HR project with presentation.

Final Examination

Comprehensive written assessment covering all modules.

Certification Criteria

• Minimum 60% in assignments
• Minimum 60% in final exam
• Successful capstone evaluation

Participants meeting all requirements are awarded the **Certified Human Resource Professional (CHRP)** certificate jointly issued by **Aasaan Career** and **Skill Development Council Karachi (SDC)**.