

HR Business Partner Certificate



elephantTM
better people | better business

HR Business Partner Certificate

HR Business Partners are critical to business success....

Having an HR Business Partner on a company leadership team should be seen as absolutely critical to the business succeeding. It should be understood that just as the CEO sets the vision for the company, the CIO creates technology solutions to grow the company, the CFO provides financial information to monitor company performance and the CSO provides the revenue to achieve this – the HR Business Partner creates the people solutions that underpin ALL of these areas!

HR Business Partners:

- Ask the right questions about people issues so there is a plan for the future
- Challenge what's always been done and inspire others to continuously improve
- Provide thought leadership on innovative people solutions to grow and capably drive productivity
- Develop the EQ of the leadership team
- Provide leadership and facilitate problem solving when there are people issues

Now there's a programme to help you be a high impact HRBP!

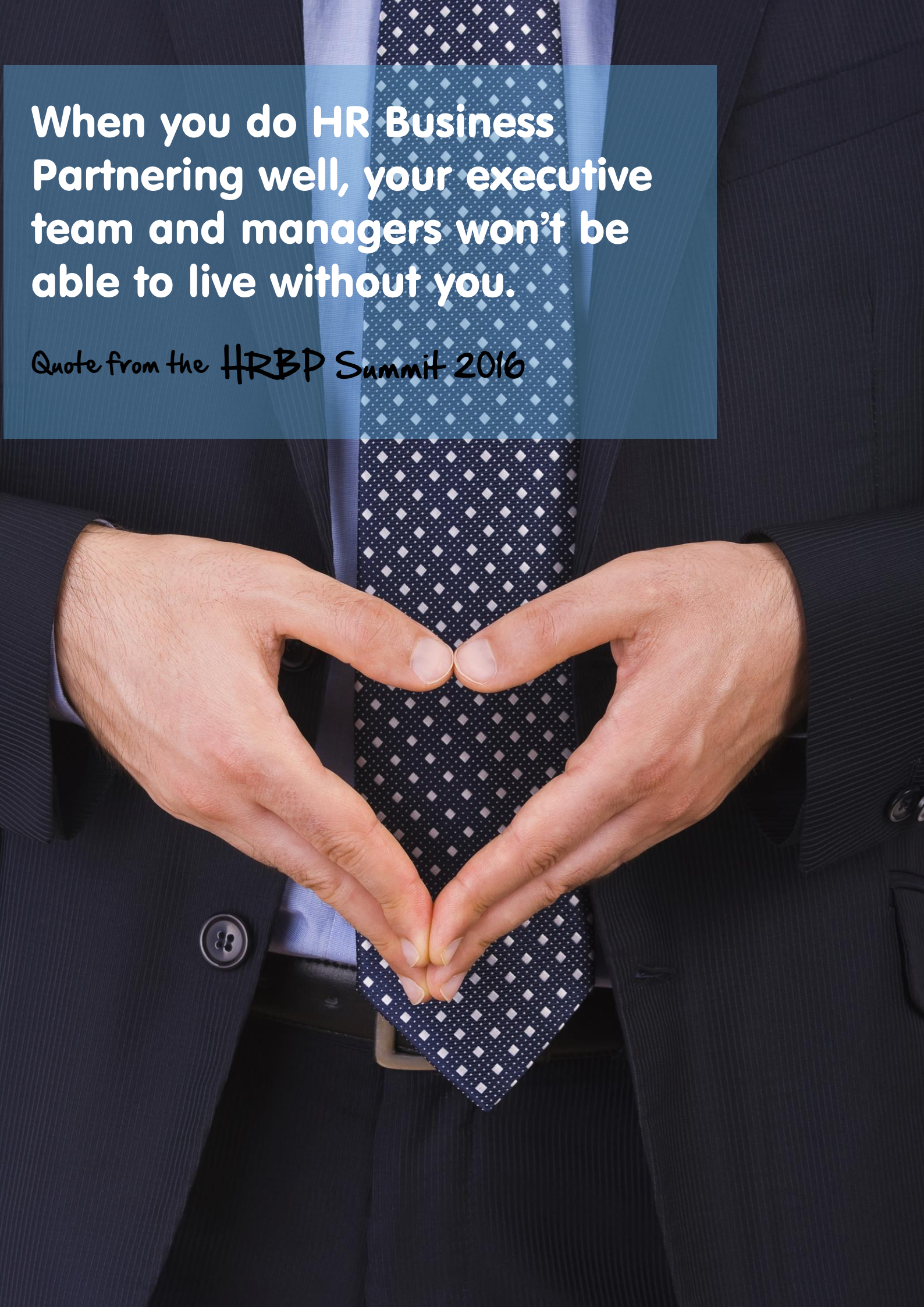
Our HR Business Partner Certificate is a 12 - 18 month programme focused on building your skills to be a high impact HRBP. Over the period of the programme you can attend facilitated workshops, conferences, complete online learning modules with on the job assignments and discuss your learnings with your our HR team. The programme also involves assessing your achievement level from the start to the finish.



The HR Business Partner Certificate will help you
grow your skills, build your HR function
and make your executive team
and managers value what HR can deliver.

When you do HR Business Partnering well, your executive team and managers won't be able to live without you.

Quote from the HRBP Summit 2016



HR Business Partner Certificate

Who should attend?

You'll benefit most from the HR Business Partner Certificate if you are:

- An experienced HR Advisor/Consultant wanting to prepare to move into an HRBP role
- An HR Business Partner wanting a formal programme to build your skills and experience
- In an HR role in a company moving to an HR Business Partnering model

What will you finish with?

The HR Business Partner Certificate is different from tertiary study as you need to be working in a role where you can apply what you're learning, rather than covering theory.

You'll work through case studies and on the job assignments so that you can really build your skills during the course of the Certificate. Once you've completed your final assessment you will be awarded your Certificate.



Apply for a place

The programme investment is \$2,750 + GST.

This includes:

- Completing a competency assessment
- Attending our advanced HR workshops on Attending Mediation, Running Investigations or Advanced Employment Law
- Completing online modules and on the job assignments on different HR Business Partner skill areas
- Feedback and coaching from the Elephant HR team on your assignments
- A final online assessment and personal report on your knowledge and areas to grow further

You will need to complete the attached application form or fill in our on-line application and provide some details of your level of experience and work history so we can ensure this is the right programme for you.

Sometimes you get



and work with an exec team who really value HR

The rest of the time you have to prove your worth

The HR BP Certificate can help you achieve this!

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Programme Structure

The programme is made up of the following components:

- **Individual Skills Assessment:** This is completed by you on where you think your skills and experience level are in the different areas covered by the programme. This is completed at the start and the end of the programme so that you can check you have grown your skills, and also for your ongoing development plan after you have finished the Certificate.
- **Team Skills Assessment:** We all have blind spots about what we're good at and where we might need to change. You'll also nominate 3 people you work with (from your team, managers and other colleagues) to provide feedback on what you do well and any suggestions they have for improvement. This is a development survey focusing on helping you be a better manager so is framed in a positive way and positive results are provided.
- **On Demand Webinars:** These can be watched while at work, or home, from your computer, laptop or mobile device. They are 30 minutes to 1 hour long and cover different topics.
- **On the Job Assignments:** These are for you to complete while you work, on the job. They consist of analysing case studies and providing answers, reviewing and improving what you currently have in place with your team and trying out new techniques and analysing the results. You'll then get feedback on your answers.
- **HR Workshops:** Our advanced HR workshops focus on building your knowledge and experience in a particular area, discussing tools and techniques and testing out your skills through practise sessions.



You are assigned **16 credits** which you can use to build your individual programme.

Each Workshop is worth **3 credits** and each online module (comprising of an on demand webinar and on the job assignment) is worth **2 credits**. You can choose 1 – 3 of the Advanced HR workshops (Attending Mediation, Running Investigations, Leading Change or Advanced Employment Law) to attend and then choose which online modules you would like to complete to make up the rest of your 16 credits.

The average time commitment per month is 4 – 8 hours.

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Modules

For the HR Business Partner Certificate, the following on line modules can be completed.
All of these comprise of an on demand webinar followed by an on the job assignment.

<p>Using sales and marketing principles</p> <p>In HR we don't think we have to market or sell what we do, but there are actually a number of techniques and principles that can create amazing results in getting HR initiatives and projects signed off and implemented.</p> <p>This module covers:</p> <ul style="list-style-type: none"> • Key sales and marketing techniques and • How you could use them in different situations 	<p>Settlements & Grievances</p> <p>If you need to deal with exiting employees where issues have occurred, this module takes you through:</p> <ul style="list-style-type: none"> • Understanding the grievance and settlement process – legal requirements, tax free payments and without prejudice discussions • How to respond to a Personal Grievance (PG) • How to deal with confidential settlements and what to include
<p>Financial Acumen Foundations</p> <p>If you've been putting off doing a finance course, now's the time to take action. This module will take you through core financial concepts. You will leave with:</p> <ul style="list-style-type: none"> • An understanding of key financial concepts so you can understand your company Profit & Loss (P&L) • Understanding balance sheets and company performance measures and different revenue models 	<p>Financial Acumen & HR Strategy</p> <p>In this module you'll learn how to apply financial acumen and discuss what HR issues you would raise with the real case study you'll work through. You will finish the module:</p> <ul style="list-style-type: none"> • Knowing what HR issues link to a P&L statement around remuneration, incentives, leave and benefits • Being able to apply these skills to a case study to see what HR issues you would want to raise with the executive team and show your financial acumen
<p>Influencing and Persuasion</p> <p>Sometimes it takes influence and persuasion to get your executive team and managers on board with new suggestions. In this module you'll cover:</p> <ul style="list-style-type: none"> • Understanding the different communication styles and how to get your message across in different ways • Influencing and persuasion techniques that are proven to get buy in for your initiatives 	<p>Complex ER issues</p> <p>Where you have responsibility for Employment Relations issues, this module will give you tools to deal with:</p> <ul style="list-style-type: none"> • Using restraint of trades, conflicts of interest and IP clauses effectively and enforcedly • Clauses and policies to have in place for executive teams • Dealing with unions and working through a Collective Bargaining process
<p>HR Planning and Strategy</p> <p>As an HRBP you may be in charge of the HR Plan or Strategy for your portfolio or division. You'll finish this module with:</p> <ul style="list-style-type: none"> • An understanding of different HR strategic plan models that you can use for the plan you want to put in place • Ways you can develop the contents of the strategy • How to measure HR strategies 	<p>L&D Strategic Planning</p> <p>In many middle sized organisations, capability and learning sits within the HR Business Partners remit. This module covers:</p> <ul style="list-style-type: none"> • Different ways you can conduct a Training Needs Analysis • L&D frameworks for developing a programme • Writing your L&D strategy and presenting to the executive team

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Advanced HR Workshops

For the HR Business Partner Certificate, the following workshops can be completed. Dates and times are available on the Elephant website however we will work with you on your personal timetable.

Attending Mediation

How can you prepare for Mediation without actually attending?
By coming to our one day workshop on 'Attending Mediation'. In this workshop you'll cover off the legislation around personal grievances and settlements, and then work through a real case and then attend a mediation simulation with a mediator - to see how it really works and how well you might do to get the right outcomes.

You'll get experience:

- Responding to a Personal Grievance
- Analysing what the issues are
- Preparing the paperwork as an employer or employee advocate
- Attending the 'mediation' and presenting your case
- Negotiating and signing off a settlement

During the workshop you'll be provided with a comprehensive workbook which includes information about the legislation and processes, as well as case studies and room for you to prepare for your mediation

Running Investigations

Do you know how to make sure you don't miss anything when running an investigation and find out what really happened?

This one day workshop covers the legislation and process around dealing with an investigation as well as how to use investigative interviewing techniques to find out what really happened.

Investigative Interviewing techniques are used by the Police to investigate a crime. This is based on the PEACE model. The skills around investigative interviewing are essential for HR professionals when dealing with difficult issues like complaints about bullying, harassment, fraud or serious misconduct. This workshop will take you through the methods and provide a chance for you to try out the techniques on a real case study.

You'll leave the session with:

- Knowledge of the legislative and HR processes around investigations
- An in depth understanding of the different stages of planning and running an investigation
- Experience analysing a case study and trying out the techniques on what you would investigate

Leading Change

This workshop gives you experience using specific change tools through a case study so that you are fully prepared to drive change in your business. You'll leave the session with:

- An in depth understanding of different change models and how they work
- How HRBP's can own change and create engagement
- Techniques to help take people through their change journey
- An understanding of different ways to develop and roll out a communications plan and strategy
- How to develop a capability plan to link to the change project
- Methods to measure the ROI of your change

During the workshop you'll be provided with a comprehensive workbook which includes information about change processes, as well as case studies and room for you to prepare for your change journey.

Advanced Employment Law

As you move into a more senior HR in your career, you will often find that you need to have a more in depth understanding of employment law than just the essentials.

This workshop will cover some of the more complex and advanced areas of employment law that you may need to deal with in your HRBP role including the following:

- Executive employment agreements
- Executive settlements and issues
- Medical Incapacity
- Fraud, bullying and toxic behaviour
- Complex restructuring
- Sick leave misuse
- Mental health at work
- Health and safety challenges
- Pay equity processes and issues
- Complex Holidays Act provisions

**People don't understand HR
because it's got more
complicated. The HRBP
Certificate will help you
deliver so your value is
understood and
appreciated!**



Enrolment Form: HRBP Certificate

Please either complete this form and scan and email it to team@elephanthr.co.nz or complete the online application at www.elephanttraining.co.nz

Your Details

Name: _____ Role: _____

Email address: _____

Work phone: _____ Mobile phone: _____

Company Name: _____ No of employees: _____

Postal Address: _____

Town/City: _____

Your Experience

Please briefly outline your HR experience (or related experience). Please list the roles you've had, which company they were at and the length of employment. Or please provide the link of your LinkedIn profile.

How do you want to use your 16 credits? Please tick your options.

HRBP Workshops (3 credits each)	Modules (2 credits each):
Please choose 1 - 4 of these workshops.	<input type="checkbox"/> Investigative Interviewing
<input type="checkbox"/> Attending Mediation	<input type="checkbox"/> Settlements and Grievances
<input type="checkbox"/> Running Investigations	<input type="checkbox"/> Financial Acumen Foundations
<input type="checkbox"/> Advanced Employment Law	<input type="checkbox"/> Change Management principles
<input type="checkbox"/> Leading Change	<input type="checkbox"/> Financial Acumen & HR strategy
	<input type="checkbox"/> Complex ER Issues
	<input type="checkbox"/> HR Planning and Strategy
	<input type="checkbox"/> L&D Strategic Planning
	<input type="checkbox"/> Influencing & Persuasion
	<input type="checkbox"/> Using Sales & Marketing Principles

elephant™



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