



Human Resource Development and Digitization

This conversion program aims to foster a critical understanding of globalization processes, policy initiatives, and management plans to support skill development, competitiveness, and human capabilities, including development issues related to eradicating gender inequalities, nurturing human well-being, and maintaining sustainable livelihoods. Learners will gain a better professional understanding of HRD strategies and development tools to aid in skill and knowledge acquisition for a career in strategic, tactical, and operational areas. Individuals with any professional background in international organizations, public administration, transnational organizations, and private sector companies who have been involved in the HRD, leadership, and capacity planning aspects of organizations in low and middle-income countries will benefit from this program. Furthermore, the digitization courses embedded in this program will provide learners with the technical knowledge required for a career in the industry. This program focuses on talent management, enterprise resource planning, research methodology, and management information systems.

TARGET GROUP

This program is intended for graduates wishing to change their career or develop their skills further.

BENEFITS OF ATTENDING

Upon completion of this program, learners will gain the knowledge, the principles, and the technical knowledge required for a career in Human Resource Development and Digitization.

COURSE CONTENTS

The program consists of:

- Research Methodology
- Enterprise Resource Planning
- Management Information Systems
- Resourcing and Talent Development

LEARNING AND TEACHING STRATEGIES

The program is delivered using a PBL philosophy through a mixture of classroom teaching, tutorials, online (web-based), workshops, and supervised projects. Assessment of courses is both formative and summative, with a focus on project work. The teaching and learning methods appropriate to this program include a wide range of different strategies to meet the needs of learners and depend on the class numbers and tasks involved. These may include, but are not limited to:

- Lectures
- Facilitated Discussions
- Group discussions
- Assignments
- Tasks performed in the classroom
- Online exercises, tutorials, and discussion
- Projects
- Case Studies
- Videos
- Tutorials
- Guest speakers

The teaching methods include the provision of learning experiences and opportunities that enhance the transfer of information to aid understanding and then enable the practice to

take place through related tasks and the provision of opportunities to apply skills and knowledge.

ASSESSMENT STRATEGIES

The program is assessed through continuous assessment and course work. A variety of methods are used to assess learners' progress including case studies, written and oral examinations, simulations as well as group work to solve a work-related problem. Learners will be expected to apply their knowledge and skills at the standard expected in the workplace.

CERTIFICATION

A certificate of completion will be awarded to learners upon their successful achievement of assessments. Learners are expected to have more than 60% in every course of the program and attend 80% of the program total contact hours.

TRAINING DURATION

This program requires 240 hours (teaching-face to face) followed by 2-3 months of work placement.

ENTRY REQUIREMENTS

In order to be considered for entry, applicants must:

- hold a recognised bachelor's degree or its equivalent in business or IT backgrounds such as HRM, Marketing, Digital Marketing, Accounting, and Finance.
- have a good command in English language.
- pass an interview and evaluation.

EMPLOYMENT OPPORTUNITIES

Graduates of this program can get employment as:

- Human Resource Management Consultants
- Business Analysts
- Information Security Consultants
- Human Resource Systems Analysts

REGISTRATION

Visit the Bahrain Polytechnic – Learn website and complete the [Online Registration Form](#).

