



IHRM

International HR Management

A world-class training program of Society for Human Resource Management (SHRM), the world's largest and the most influential HR membership organization for human resource professionals.

Exclusively delivered by
PACE Institute of Management
in Vietnam

PACE
INSTITUTE OF MANAGEMENT

SHRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

An aerial photograph of a dense city skyline, likely New York City, taken from a high vantage point. The sun is setting on the right side, creating a warm, golden glow over the buildings. A semi-transparent white rectangular box is overlaid on the upper half of the image, containing text. The Empire State Building is prominent in the center of the skyline.

**“HR is not about HR. HR begins
and ends with the business”**

David Ulrich

THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)

About SHRM

- The Society for Human Resource Management (SHRM) is the world's largest and the most influential HR membership organization devoted to human resources management with more than 285,000 members in over 165 countries.
- For more than sixty five years, SHRM has played an instrumental part in establishing global standards on HRM and shaping the future for HR professionals around the world. HR professionals worldwide look to SHRM for comprehensive information and tools to help them perform effectively at their jobs, to develop their careers, and to partner strategically with employers.
- 93% of today's Fortune 500 companies have employed HR leaders who are SHRM members.
- SHRM Competency Model® and SHRM-BoCK™ are the most widely referenced and used model in the world to provide a scientific basis for HR training and development.
- SHRM Library is the world's largest library of human resources and human resources management.
- HR Magazine published by SHRM and circulated around the world, recognized as the largest and the most influential global HR magazine.
- The Annual SHRM Conference is the largest, oldest, the most influential and joined by most of the HR professionals. Every year, there are approximately 20,000 people working in the human resources from more than 100 countries participating in this annual conference in the United States.

PACE INSTITUTE OF MANAGEMENT

THE ONLY AUTHORIZED PARTNER OF SHRM IN VIETNAM

With the desire to further strengthen the internationalization of human resource management as well as human resource training and development standards in Vietnam, in 2015, PACE signed the partnership agreement to be the only authorized partner of SHRM to implement SHRM's world-class human resource training and development programs in Vietnam.

The International Human Resource Management (IHRM) is offered to Vietnamese HR professionals based on the SHRM Competency Model® and SHRM-BoCK™ to help the HR professionals empower themselves with the latest knowledge as well as relevant tools and methods of human resource management aligned with international standards.

IHRM

International HR Management

Based on the Body of Competency and Knowledge (SHRM-BoCK™) framework, a global standard of Society of Human Resource Management (SHRM) in the United States.

FROM THE REVOLUTION OF HR MANAGEMENT ...

In today's business landscape, business leaders and entrepreneurs are facing increasing integration and globalization coupled with the knowledge-based economy, the digital revolution and the fourth industrial revolution. Many organizations are experiencing unprecedented competition, unpredictable change and uncertainty around the world. HR evolves to meet business needs. In that context, the role of HR also needs to be redefined in order to contribute to the business development and the HR profession to a higher level. Increasingly, business leaders understand that effective people management is a strategic imperative. As a result, employers expect HR professionals to demonstrate, in addition to a thorough knowledge of HR concepts and requirements, the behavioral competencies required to effectively apply that knowledge in the modern workplace in support of organizational goals.

Today's HR executives are no longer expected to perform basic human resource functions but also to undertake more important leadership roles to contribute more to the strategic direction and development of their organizations. A number of pressing issues in the new context are set for today's HR

professionals such as: How to retain and treat talented people? How to develop a succession management team meeting the requirements of development and integration? How to build a corporate culture that is likely to attract talented people to participate in and make long term contribution to the business?

Human resource is therefore the key to improving efficiency as well as creating competitive advantage in the organization. High-performing HR executives need thorough knowledge, effective methods and tools that are relevant to Vietnam's context and aligned with global standards.

...TO IHRM

To address the needs of Vietnam's HR professionals, PACE is offering SHRM's world-class program based on SHRM-BoCK™, the highly-regarded global HR standard:

International Human Resource Management (IHRM)

The purpose of IHRM Program

is to internationalize the human resource management capabilities of HR professionals in Vietnam.



THE IHRM PROGRAM

PARTICIPANTS

This program is for those who are:

- Currently working in human resources management in local and foreign enterprises.
- Wishing to internationalize their capacity in human resource management aligned with global standards.
- Able to read and understand learning documents in English.

LANGUAGE & LEARNING MATERIALS

- The program will be delivered in Vietnamese or English (with interpretation).
- Learning materials and reference books: 100% in English.

DURATION OF THE PROGRAM

- Length: 9 days (equivalent to 18 sessions, 3 hours per session). This time does not include self-study of participants.
- Schedule: designed with working professionals in mind, the program is delivered in 3 days per week (Thursday, Friday, and Saturday) every other week. The program usually lasts for about 1.5 months.

INSTRUCTORS

The program instructors are experts in human resource management with global experience and local insights. They have obtained SHRM-SCP certification and certified by SHRM and PACE to deliver the program in Vietnam.

TRAINING & LEARNING OBJECTIVES

For participants:

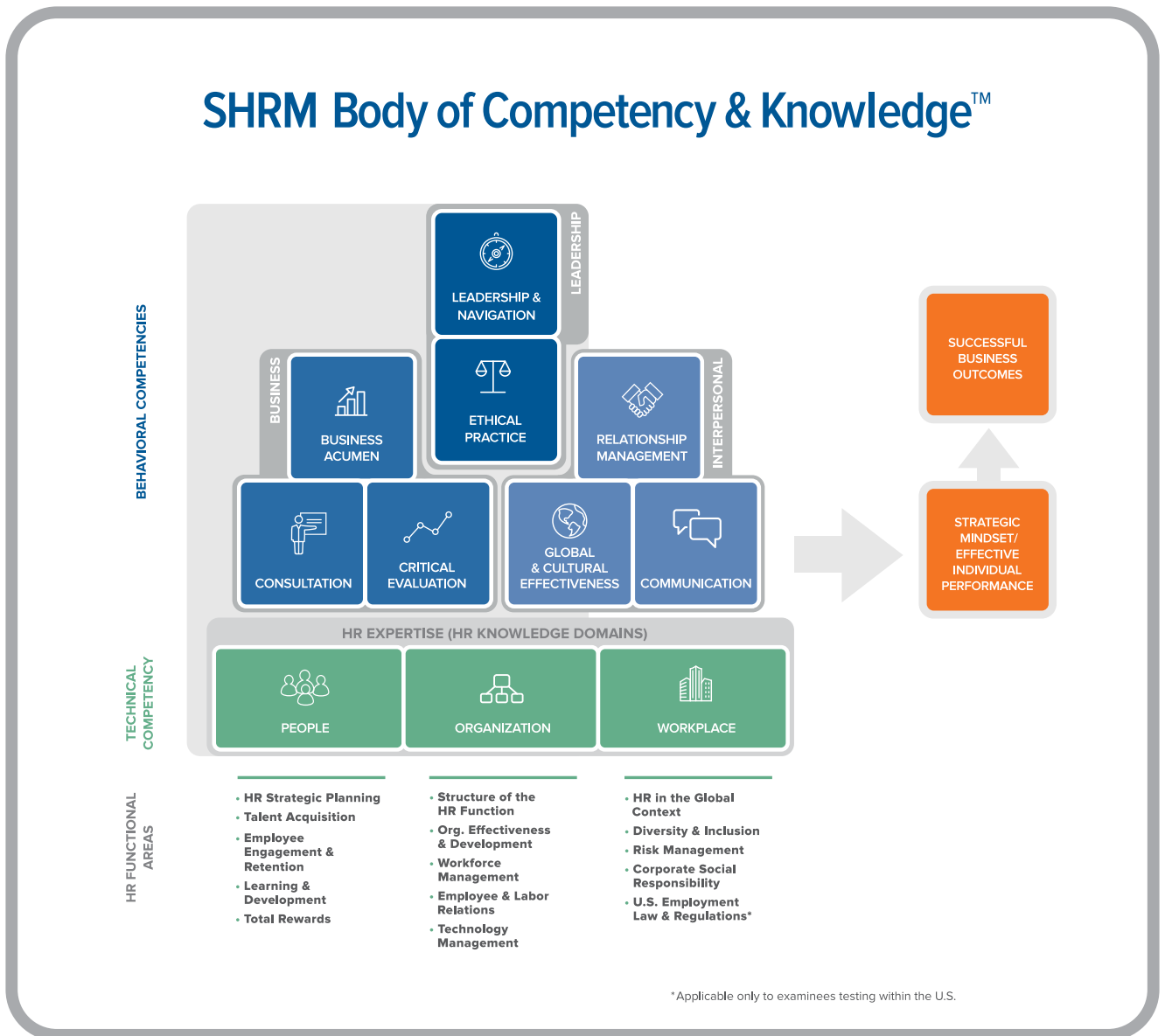
- To understand the HR career and career standards for the HR professionals.
- To understand the competency standards and adding more HR knowledge to the HR team.
- To know how to fulfill human resource responsibilities and contribute to building a high-performing human resource management system.
- To gain access to SHRM's learning materials (a full set of 5 books), and SHRM Learning System® integrated on SHRM's global network.
- Trained by experienced instructors who have been certified by SHRM.
- To have the opportunity to share, reflect, and learn with other colleagues.

To employers:

- To build human resources strategy, and operate a more standardized and effective human resource management system.
- To manage and develop human resources more successfully to execute the organizational strategy and contribute to the sustainable development of the business.
- To contribute to building a high-standard working environment and turn the business into a desired workplace that creates a competitive advantage in the labor market.

CONTENT OUTLINES

The **IHRM program** is based on the SHRM BoCK™, the one single, comprehensive testing framework giving qualified professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.



To develop the capacity of HR professionals, SHRM has conducted a program of research involving thousands of HR professionals to identify the critical competencies needed for success as an HR professional. This research led to the development of the SHRM Competency Model, which defines **three clusters of key behavioral competencies** and three domains of technical competency. The SHRM Competency Model provides HR professionals with a comprehensive roadmap for developing the capabilities they need to advance their careers and improve their effectiveness in the workplace.

BEHAVIORAL COMPETENCIES

# Including 8 Behavioral Competencies			
1	Leadership	1. Leadership and Navigation	The ability to direct and contribute to initiatives and processes within the organization.
		2. Ethical Practice	The ability to integrate core values, integrity, and accountability throughout all organizational and business practices.
2	Business	3. Business Acumen	The ability to understand and apply information with which to contribute to the organization's strategic plan.
		4. Consultation	The ability to provide guidance to organizational stakeholders.
		5. Critical Evaluation	The ability to interpret information with which to make business decisions and recommendations.
3	Interpersonal	6. Relationship Management	The ability to manage interactions to provide service and to support the organization.
		7. Global and Cultural Effectiveness	The ability to value and consider the perspectives and backgrounds of all parties.
		8. Communication	The ability to effectively exchange information with stakeholders.

TECHNICAL COMPETENCIES

# Including 15 functional areas of HR			
1	People	1. HR Strategic Planning 2. Talent Acquisition 3. Employee Engagement 4. Learning & Development 5. Total Rewards	
2	Organization	6. Structure of the HR Function 7. Organizational Effectiveness & Development 8. Workforce Management 9. Employee & Labor Relations 10. Technology Management	
3	Workplace	11. HR in the Global Context 12. Diversity & Inclusion 13. Risk Management 14. Corporate Social Responsibility 15. U.S. Employment Law & Regulations	

SHRM LEARNING SYSTEM

Participants of the IHRM program will be provided with the access to the SHRM Learning System®. The SHRM Learning System includes an exclusive five-book series and online learning modules with interactive study tools, providing a comprehensive program that reflects the SHRM BoCK™. It features the most up-to-date and relevant study materials available today, including SmartStudy tools, learning modules in print or e-reader formats and extensive multimedia online resources accessible via mobile devices. This SHRM Learning System is highly valued and used by HR professionals around the world.



Investment fees for the IHRM Program

- Participation fee: 40,000,000 VND/person. Early birds: 38,000,000 VND/person.
- The above fee includes the SHRM Learning System.

Certificate

Participants will be provided a certificate by PACE Institute of Management after attending and completing at least 80% of the training program.

SHRM-CP/SHRM-SCP Certification

- Participants are encouraged to obtain SHRM-CP/SHRM-SCP Certifications, a global HR professional credential awarded by SHRM. To achieve these SHRM credentials, participants need to take an international exam.
- For more information about SHRM-CP/SHRM-SCP Certification exams, please refer to the information on the next page and/or contact our Learning & Development Consultants of PACE as stated at the end of this brochure.

SHRM® CERTIFICATION

SHRM-CP® AND SHRM-SCP®

SHRM-CP/SHRM-SCP CERTIFICATION

In the HR field, the best way to become a globally recognized professional in the HR field is to obtain the **SHRM-CP/SHRM-SCP Certifications**.

- SHRM-CP (SHRM Certified Professional): for HR professionals who are primarily engaged in operational roles
- SHRM-SCP (SHRM Senior Certified Professional): for HR professionals at a senior level who operate primarily in a strategic role.

Participants will register the exam with SHRM and make direct payment to SHRM. Below are the SHRM-CP / SHRM-SCP exam fees:

SHRM-CP and SHRM-SCP Certifications are the most recognized global standard in HR profession. These professional credentials prove your world-class competencies in the field of HR to ensure success in today's demanding business environment.

EXAM FEES		SHRM MEMBER PRICE	NONMEMBER PRICE
Exam fees (SHRM-CP & SHRM-SCP)	Document Processing Fee (Non refundable)	\$50	\$50
	Exam Fee (Refundable according to SHRM policy)	\$350	\$250
Late application fee (Non refundable)		\$75	\$75
Retest fee		Full Exam Fee	

The SHRM Learning System 2018

The most trusted HR certification preparation tool is now available to prepare professionals for the SHRM-CP/ SHRM-SCP exams.

The SHRM Learning System features the latest technology, including SmartStudy tools, learning modules in print or e-reader formats and online resources accessible via mobile devices. It has been and will continue to be the #1 HR certification preparation program, trusted by HR professionals around the globe.

Candidates who have not attended the International Human Resource Management (IHRM) Training Program will need to purchase the SHRM Learning System for a fee of US\$1020 or **23,460,000 VND** (for non-SHRM members) or US\$795 or **18,285,000 VND** (for SHRM members).

PACE INSTITUTE OF MANAGEMENT

PACE Institute of Management (PACE) is a leading school for business leaders and managers in Vietnam.

Our mission is to contribute to shaping a new business society in Vietnam by developing leadership capacity, professional capability and ethical standards for individuals, organizations and community.

To achieve its mission, PACE focuses on the following areas: **Corporate Training, Research & Publishing, Consulting, and Seminars & Conferences**. In addition, PACE also initiates and manages several not-for-profit educational projects. One of the not-for-profit endeavors is the OpenEdu Initiative. With the motto "for self-liberation," the diverse activities of OpenEdu include OpenEdu Education Program which offers 100% scholarships to outstanding people aged 20-27, GoodBooks.org, Annual Book Awards, OneBook, Right Job Project, Talk & Think forums and others. Each of PACE's activities and non-profit projects plays a collaborative role in broadening and developing the educational and intellectual advancement of leaders across sectors and building opportunities for youth and young professionals to become competent and innovative leaders in Vietnam.

Since its inception in 2001, PACE has expanded from solely providing business training to offering a wide range of high-quality programs and many resources and initiatives that expand the knowledge and deepen the skills of Vietnamese business leaders and professionals. To date, more than 110 training programs at PACE have been attended by over 105,000 business leaders and executives from local and foreign enterprises, public and private sectors, officials from central and local State agencies, and leaders from not-for-profit and non-governmental organizations in Vietnam.

Collaborating with well-regarded international partners, PACE also offers world-class training courses and globally-recognized professional certification programs. Specifically, PACE is the exclusive partner **FranklinCovey** - the global leader in the areas of leadership development, effectiveness solution and strategy execution, **The Balanced Scorecard Institute** - the world's foremost organization dedicated to strategic management and corporate governance systems, and **Society for Human Resource Management** - the largest and most influential organization in the world of human resources management.

In addition, PACE organizes local and international seminars and conferences on economics, business, management, leadership, culture and education. Particularly, in efforts to link the local community with the world's great minds, PACE has organized international seminars presented by **Philip Kotler**, the father of modern marketing, **Michael E. Porter**, the father of the modern strategy field, **Paul Krugman**, the 2008 Nobel Laureate in Economics, and **Dave Ulrich**, the most influential thought leader in HR. These seminars have brought influential insights from the world-renowned business thinkers to more than 22,000 CEOs, high-level executives, government officials, professionals, and scholars.

PACE has also initiated "Business Knowledge Bookshelf" to recommend good books on business and economics. PACE also selects, acquires the rights, translates and publishes must-read books in the global business circle for Vietnamese entrepreneurs. To date, more than 100 books on business, economics, management, leadership, education and others have been published in Vietnamese.

All of these activities and projects serve PACE's aspiration to deepening business knowledge, building capacity, and developing talents for Vietnamese community.

An aerial view of a city skyline, likely New York City, during sunset. The sun is low on the horizon, casting a warm, golden glow over the buildings. The sky is filled with soft, white clouds. The city is densely packed with skyscrapers and buildings, with the sun partially obscured by a building on the right side. A semi-transparent white box is overlaid on the upper half of the image, containing a quote and the name Ray Kroc.

*"The quality of a leader is reflected in
the standards they set for themselves."*
Ray Kroc

BE AN
HR PROFESSIONAL
WITH GLOBAL STANDARDS
AND A PIONEER IN ESTABLISHING
GLOBAL STANDARDS
FOR THE HR PROFESSION
IN VIETNAM!

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