2026-B

HANDBOOK

HUMAN RESOURCE MANAGEMENT

Professional Certificate
Intake-10

Take your career to the next level with a lot of ideas and making great progress.
Start learning online and embrace new skills for a better future.

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VIRTUAL ACADEMY

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FOUR (04) MONTHS

ONLINE COURSE

FREE COURSE

INTAKE-10

Trusted by thousands of students

+13357
Students

+2932
Memberships

- **Highly flexible**
- **Self-paced**
- **Recognition**
- **Self-discipline**

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Virtual Academy

Virtual Academy is a product of Agriculture.lk introduced in 2018. It is committed to innovating curriculums for students free of charge and allowing students to earn credits for their advancements through online content.

Our personalized approach is ideal for those with accessibility, learning difficulties, or disabilities not well accommodated by traditional brick-and-mortar settings. Our courses are developed by experts utilizing open source content, offering a comprehensive digital curriculum to meet the relevant academic requirements in various subjects.

Agriculture.lk

Our vision is to be a vibrant, dynamic, and renowned platform that acts as a knowledge hub for excellence in agriculture and national prosperity.

GET TO KNOW HOW WE WORK

We create a virtual environment that advances lifelong learning in our community through teaching, research, and knowledge dissemination towards achieving the sustainable development of our country.

1. **BUSINESSES**
   We promote commercial, industrial or professional activities

2. **EDUCATION**
   Online learning enables students to participate in a course from a distance in real-time

3. **INFORMATION**
   The latest information about big data and research findings in terms of agriculture worldwide

4. **ENTREPRENEURSHIP**
   Create a new business, bear most of the risks and enjoy most of the rewards

Graduates and unemployment

Unemployment remains a critical challenge directly tied to the economic growth and structural stability of modern Sri Lanka. In recent years, graduate employability has become a focal point of national policy as the labor market face shifting demands. Currently, the country accounts for approximately 366,000 unemployed individuals, of which roughly 42,254 are degree holders. While the overall unemployment rate has stabilized near 4.3%, youth and graduate underemployment persist as significant systemic hurdles.

Addressing this requires a massive educational infrastructure. There are now 17 state universities, 03 functional campuses, and 19 specialized institutes established under the University Grants Commission (UGC). These institutions, along with 06 other specialized government universities (such as KDU and UNIVOTEC), offer a combined 554 undergraduate degrees, 320 postgraduate degrees, and an array of external and extension courses. Simultaneously, 180+ other recognized degrees are available through non-state parallel pathways.
This extensive network of recognized universities, vocational institutes, and tertiary providers awards diplomas and certificates that result in tens of thousands of qualified individuals entering the workforce annually. For instance, while universities produced 36,983 graduates in 2018, that figure has now surged to over 52,400 degree holders per year.

However, a persistent "skills mismatch"—the gap between an individual's academic training and real-world market demands—remains the primary barrier to employment. Education and training systems are often not aligned with the specific technical and soft skills demanded by the modern economy. While a university degree is an essential prerequisite for professional advancement, the local system primarily provides the foundational qualifications. To become truly competitive candidates for global and local opportunities, students must now look beyond traditional curricula and proactively seek interdisciplinary skills that bridge the gap between the classroom and the workplace.

Country needs you

Learn languages

Improve your presentation skills

Complete your degree

Ask for work experience

Earn professional qualifications
HRM, Marketing, Management , etc.

Use social media in your career
YouTube channel, FB page, etc.

Publish your research interests in journals, conferences, etc.

Build Yourself

Why choose online learning?

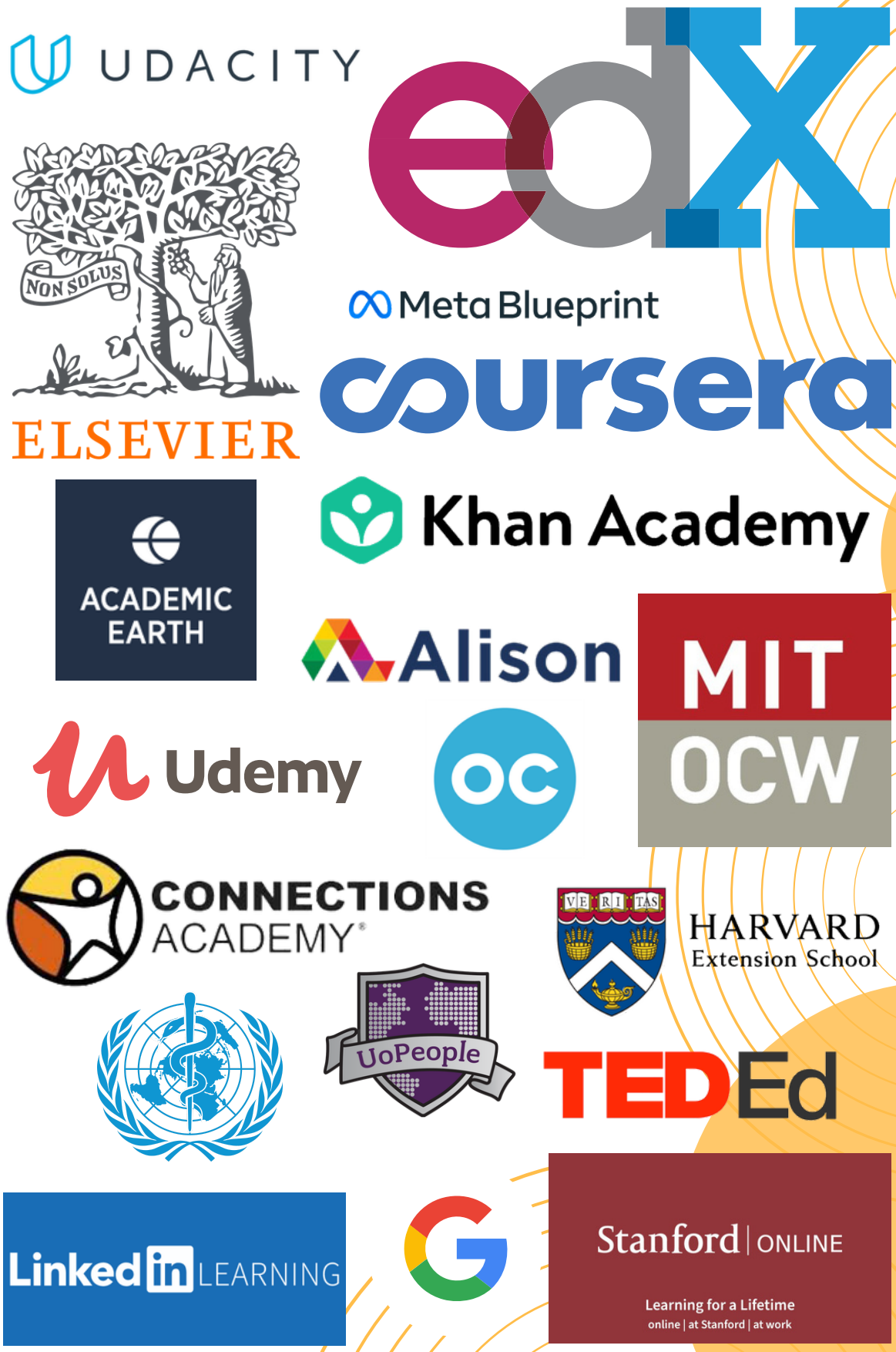
Traditional education has changed radically within the last couple of years. Being physically present in a classroom isn't the only learning option due to the presence of the internet and new technologies. Nowadays, you have access to a quality education whenever and wherever you want, as long as you have access to a computer. Online education is a sensible choice whether you're a teenager or an adult. As a student, this can be a helpful learning method for sharpening your skills in a complex subject or learning a new skill.

Online education enables the teacher and the student to set their learning place, and there's the added flexibility of setting a schedule that fits everyone's agenda. As a result, using an online educational platform allows for a better balance of work and studies, so there's no need to give anything up. Studying online teaches vital time management skills, making finding an excellent work-study balance more effortless. Having a shared agenda between the student and teacher can also prompt both parties to accept new responsibilities and have more autonomy.

In a space as vast as the internet, there are infinite skills and subjects to teach and learn. A growing number of universities and higher education schools are offering online versions of their programs for various levels and disciplines. There are options for every student, from music composition to quantum physics. Studying your program online is also an excellent option for getting an official certificate, diploma, or degree without physically setting foot on a university campus.

Online classes tend to be smaller than conventional class sizes. Most of the time, online learning platforms only allow one student at a time, and in almost all cases, this allows for more significant interaction and feedback between you and the tutor. There's often access to very diverse materials such as videos, photos, and ebooks online, and tutors can also integrate other formats like forums or discussions to improve their lessons. And this extra content is available at any moment from anywhere, which will offer you a more dynamic and tailor-made education. Moreover, Unlike in-person education methods, online education tends to be more affordable; in other words, the monetary investment is less, but the results can be better than other options. These are only a few reasons to choose online education and why 90 percent of students today think that online learning is the same or better than the traditional classroom experience. Every student must assess their unique situation and decide according to their needs and goals. While this alternative to conventional education is not for everyone, it's still a convenient option with endless options for international students worldwide.

Global platforms offering online courses



Our philosophy

Every individual has the potential to create change, whether in their life, their community, or the world. The transformative power of education is what unlocks that potential. Yet, access to high-quality education has been a privilege of the few. We realized that this is the time for a seismic shift in learning, from the tried and accurate to the leading edge.

There are three commitments we've made to the world of education. These have grounded us since day one:

1. Increase access to high-quality education for everyone, everywhere, at no cost.
2. Enhance teaching and learning on campus online.
3. Advance teaching and learning through research.

Course objectives

1. To develop relevant skills necessary for application in HR-related issues.
2. To enable the students to integrate the understanding of various HR concepts and the domain concept to make correct business decisions.
3. Appreciate the importance of human resource management as a field of study and central management function.
4. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions.
5. Know the elements of the HR function (e.g., recruitment, selection, training, development, etc.) and be familiar with each element's key concepts & terminology.
6. Apply the principles and techniques of human resource management gained through this course to discuss significant personnel issues and solve typical case problems.

HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGEMENT IS THE STRATEGIC APPROACH TO EFFECTIVELY AND EFFICIENTLY MANAGING PEOPLE IN A COMPANY OR ORGANIZATION TO HELP THEIR BUSINESS GAIN A COMPETITIVE ADVANTAGE. HRM HELPS A COMPANY ACHIEVE ITS OBJECTIVE FROM TIME TO TIME BY CREATING A POSITIVE ATTITUDE AMONG WORKERS, REDUCING WASTE, AND MAXIMIZING RESOURCE USE

The course structure

PCHRM is divided into twelve instructional units, each representing a different set of human resource management functions. This course uses lectures, class discussions, case analyses, assignments, recommended videos, assessments, and reading.

Unit-01: Introduction Human Resource Management

The first unit focuses on identifying what the personnel and human resource functions are all about. It explores the typical responsibilities of HR departments and how they are affected by the corporate culture, environmental forces, and government regulations. It also introduces the topics of HRM objectives, HRM practice, and HRM challenges.

Unit-02: HRM Planning

Human Resource Planning (HRP) is forecasting the organization's future human resource requirements and determine how the organization's existing human resource capacity can be utilized to fulfill these requirements. It, thus, focuses on the basic economic concept of demand and supply in context to the human resource capacity of the organization.

Unit-03: Recruitment and Selection

Recruitment aims at identifying and attracting the most significant possible number of qualified applicants to hire for each job. Finding and hiring the right people is often cited as the number one concern of businesses today. The successful recruitment and selection employ talented people who enable the organization to achieve its strategic goals.

Unit-04: Performance Management

Once a company hires good employees, the next step that successful people managers take is to develop the full potential of their employees. Performance management is a process that helps managers achieve the goal of getting the best from their employees. Skills and critical strategies are essential to developing hired employees to attain department and organizational goals. These skills will include setting clear expectations, providing positive and corrective feedback, and delivering an effective performance appraisal. A sound performance management system is fair to the employee while also serving the goals and interests of the organization.

The course structure

Unit-05: Compensation and Reward Management

Compensation and rewards are the results that the employees receive in return for their work. Compensation includes bonuses, profit sharing, overtime pay, recognition rewards, sales commission, etc. Compensation can include non-monetary perks like a company-paid car, housing, and stock opportunities. Compensation is a vital part of human resource management, which helps in encouraging the employees and improving organizational effectiveness.

Unit-06: Leadership and Motivation

From this module, you will better understand the leadership process, supervisors' role as leaders, and how effective leadership affects employees and the organization.

Unit-07: Training and Development

Employee training and development is another crucial HR function. This unit focuses on deciding who is to be trained, what to be taught, and how practical the training was for the employee and her/his organizational component. Training and development programs must match the types of employees with specific skill deficiencies and new skills anticipated to be needed by the organization.

Unit-08: Employee/ Industrial Relations

The relationship between the employer and the employee is termed industrial relations. The labor-management relationship is a compassionate and complex aspect influenced by organizational culture, management attitude, unions, employment conditions, grievance-handling systems, dispute settlement procedures, the efficacy of rules, etc.

Unit-09: Change Management

Change management is the systematic approach and application of knowledge, tools, and resources to deal with change. It involves defining and adopting corporate strategies, structures, procedures, and technologies to handle changes in external conditions and the business environment. The primary goal of change management is to successfully implement new processes, products, and business strategies while minimizing adverse outcomes.

The course structure cont.

Unit-10: Grievance Handling and Counselling

Grievance handling is the management of employee dissatisfaction or complaints (e.g., favoritism, workplace harassment, or wage cuts). By establishing formal grievance handling procedures, a company provides a safe environment for its employees to raise their concerns and a channel to explain policies and rationale for actions or decisions. Counseling is a method of understanding and helping people with technical, personal and emotional, or adjustment problems that usually have dynamic contents that an employee has the objective of reducing so that performance is maintained at an adequate level or even improved upon.

Unit-11: IT in HRM

HRM guides an organization's workforce. The use of information technology (IT) in HRM is vital to meet organizational demands with well-qualified employees and help support the organization. Also, it maximizes the efficiency of the management with greater accuracy.

Unit-12: Basic labor laws

Labour laws mediate the relationship between workers, employing entities, trade unions, and the government. Labor laws are designed to empower as well as protect workers. They ensure that employer-employee relations are monitored, holding both parties accountable for their actions.

Eligible groups

We recommend our course to;

1. Graduates
2. Undergraduates
3. NVQ/ Diploma/ Higher National Diploma
4. Employers and employees

Learning outcomes

1. Demonstrate an understanding of key terms, theories/concepts, and practices within the field of HRM.
2. Demonstrate competence in development and problem-solving in the area of HR Management.
3. Provide innovative solutions to problems in the fields of HRM.
4. Identify and appreciate the significance of the ethical issues in HR.
5. Critically assess existing theory and practice in the field of HRM.
6. Develop an ability to undertake qualitative and quantitative research.
7. Apply qualitative and quantitative research knowledge to an independently constructed piece of work.
8. Respond positively to problems in unfamiliar contexts.
9. Identify and apply new ideas, methods, and ways of thinking.
10. Demonstrate competence in communicating and exchanging ideas in a group context.
11. Be able to advance well-reasoned and factually supported arguments in written work and oral presentations.
12. Work effectively with colleagues with diverse skills, experience levels, and ways of thinking.
13. Be able to evaluate HRM-related social, cultural, ethical, and environmental responsibilities and issues in a global context.
14. Develop the knowledge, skills, and concepts needed to resolve actual human resource management problems or issues.
15. Manage the employment relationship, a shared responsibility between employers, management, human resources specialists, and employees.
16. Identify the human resources needs of an organization or department.
17. Conduct a job analysis and produce a job description from the job analysis.
18. Evaluate the procedures and practices used for recruiting and selecting suitable employees.
19. Assess training requirements and design a successful orientation and training program.
20. Discuss workplace health and safety programs and the roles of the employer and the employee in enforcing health and safety policies and procedures.
21. Explain the responsibilities of management, HRM specialists, managers, and employees in managing the employment relationship in a unionized or non-unionized environment.

Why you need this free course?

No institutional charges

- The lecture hall is your home or workplace.

No fees for lecturers

- We use open-source contents to educate you.

No electricity bills for us

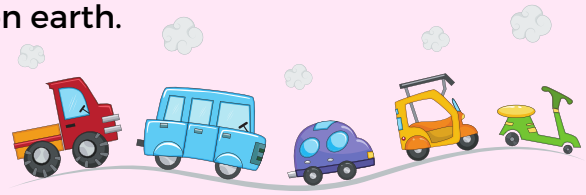
- You pay your electricity bills and data bills.

No library fees

- The Internet is the most extensive library on earth.

No transportation costs

- Self-paced on your time



Handouts for each unit

- You can download and keep them with you.

Weekly assessments

- Our simple assessments will reflect your attendance.

Research papers

- You will read and analyze important literature.

Textbooks

- We use standard textbooks to build the course.

Google Classroom

- You will enjoy our online class in Google Classroom.

Virtual Academy

CERTIFICATE

OF EXCELLENCE

PRESENTED TO :

Your Name

has successfully completed all the course materials and received passing grades for

HUMAN RESOURCE MANAGEMENT PROFESSIONAL CERTIFICATE

offered by Virtual Academy in partnership with Agriculture.lk

2021-01-17 to 2021-03-21

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Course Advisor

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Ishara Wijemanna
Certification officer

Certificate

- Earn a high-quality, QR-embedded, printable e-certificate only for LKR 2500/=

Agriculture.lk membership

- Your certificate will unlock the access to a lifetime membership with Agriculture.lk.

Google

COURSE SCHEDULE

ITEM	UNIT	TASKS	DATES
Registration	-	Course registration	2026-Oct-16 to Nov-01
Course start		Course start	2026-Nov-02
Week-01	01	Introduction to HRM	2026-Nov-02 to Nov-07
	02	HRM Planning	
Quiz	01 & 02	Quiz-01	2026-Nov-08
Week-02	03	Recruitment & selection	2026-Nov-09 to Nov-14
	04	Performance management	
Quiz	03 & 04	Quiz-02	2026-Nov-15
Week-03	05	Compensation & reward management	2026-Nov-16 to Nov-21
	06	Leadership & motivation	
Quiz	05 & 06	Quiz-03	2026-Nov-22
Week-04	07	Training & development	2026-Nov-23 to Nov-28
	08	Employee/industrial relations	
Quiz	07 & 08	Quiz-04	2026-Nov-29
Week-05	09	Change management	2026-Nov-30 to Dec-05
	10	Grievance handling & counselling	
Quiz	09 & 10	Quiz-05	2026-Dec-06

COURSE SCHEDULE

Week-06	11	IT in HRM	2026-Dec-07 to Dec-12
	12	Basic labor laws	
Quiz	11 & 12	Quiz-06	2026-Dec-13
Week-07	-	Additional reading	2026-Dec-14 to Dec-20
Week-08	-	Research Article Evaluation	2026-Dec-21 to Dec-27
Week-09 to 10	-	Study leave	2026-Dec-28 to 2027-Jan-09
Week-11	-	End examination	2027-Jan-10
Week-12	-	Results issuance: end exam	2027-Jan-17
Week-13	-	Repeat examination	2027-Jan-24
Week-14 to 15	-	Final results issuance	2027-Feb-07
Week-16	-	Course evaluation	2027-Feb-14
End of the course			
Certificate issuance			2027-Mar-14

- Final results = 100% end examination
- Final results cut-off marks = 40%
- All the quizzes, assignment submissions, and exams are conducted online.

The course schedule is subjected to change if unavoidable circumstances are encountered. In such situations, students will receive the necessary instructions in the classroom.

"ONLINE LEARNING IS NOT THE NEXT BIG THING, IT IS THE NOW BIG THING."

Donna J. Abernathy