



# HUMAN RESOURCE MANAGEMENT DIPLOMA

## Part-Time Program

The UWDCE Human Resource Management Diploma is the highest HR educational credential in Manitoba, outside of a business degree. This highly-recognized academic credential, complemented by its work-ready tangibles, serves both the experienced practitioner lacking formal education and university graduates seeking business expertise.

## GRADUATION REQUIREMENTS:

### Required Courses: (345 Hours)

- Learning Techniques Seminar (3 Hours)
- Effective Oral Communication (36 Hours)
- Effective Written Communication (36 Hours)
- Business Fundamentals (36 Hours)
- Organizational Behaviour (36 Hours)
- Principles of Human Resource Management (36 Hours)
- Compensation and Benefits (36 Hours)
- Recruitment and Selection (36 Hours)
- Training and Development (36 Hours)
- Managing Occupational Health, Safety and Environment (36 Hours)
- Human Resource Legislation (18 Hours)

### Elective Courses: (72 Hours)

Choose two courses from the following list:

- Collective Bargaining (36 Hours)
- Labour-Management Relations (36 Hours)
- Essential Skills for Managers (36 Hours)
- Leadership Development (36 Hours)
- Financial Management for Non-Financial Managers (36 Hours)
- Managing Conflict (36 Hours)
- Project Management I: Fundamentals (36 Hours)
- Strategic HR Planning (36 Hours)

### Professional Edge Seminars: (35 Hours total)

Complete five one-day seminars (7 Hours each) or a combination of one and two-day seminars (14 Hours) for a total of 35 hours.

*Students who do not hold an undergraduate degree must complete the University Writing and Research seminar as one of their Professional Edge seminar requirements if they are pursuing a certificate and diploma program through the Professional Studies Program Area.*

## FAST-TRACK OPTIONS:

If you would like to finish your program faster there are courses available during the day.

## GETTING STARTED:

To attend a class:

- Complete & submit a Course Registration Form to the UWDCE Registration Office

To enroll in a program:

- Complete & submit an Application for Admission Form to the UWDCE Registration Office

Courses begin at various times throughout the year. It's never too late to get started.

*CHECK OUR WEBSITE FOR THE LATEST OFFERINGS AND COURSE INFORMATION*

## ACADEMIC ADVISING:

For more information & to build an individual learning plan Contact Ashlie Wilson at 204.982.1178 or [a.wilson@uwinnipeg.ca](mailto:a.wilson@uwinnipeg.ca)

## ARTICULATION FOR CREDIT:

Graduates of the Human Resource Management Diploma Program may be eligible for equivalent course credits towards an undergraduate degree at the University of Winnipeg.

## CAREER OPPORTUNITIES:

- Retention Manager
- Recruitment Manager
- Human Resources Manager
- Corporate Trainer
- Staffing Specialist
- Organizational Development Consultant

## TUITION:

\$5,315 - Approximate total domestic cost (subject to change)  
Courses are paid for at time of registration, the cost per course varies. Please check our website for current prices.

### LOCATION:

The University of Winnipeg  
Professional, Applied &  
Continuing Education  
Buhler Centre  
460 Portage Ave  
Winnipeg, MB

### MAILING ADDRESS:

The University of Winnipeg  
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