ASSESSMENT STRUCTURE

A model of continuous in-course assessment will be applied to all courses within this programme. Students will be assessed at different intervals over the duration of each course which may include written examinations. Assignments may also include but are not limited to case-based activities, practical assignments, presentations and other projects.

HOW DO I APPLY?

Applicants should have a basic understanding of management, human resources, personnel management or supervisory management. Professional experience in any of the aforementioned fields is also useful. Kindly contact an Open Campus Site location nearest to you for further information on the application process.

HOW MUCH WILL THIS PROGRAMME COST?

The cost for this programme may be obtained at Open Campus Country Sites. Please visit your nearest Open Campus Site for further information on pricing.

How do I get further information?
Contact an Open Campus Country Site nearest to you. The Open Campus operates in sixteen (16) countries throughout the English Speaking Caribbean.

For a full list of CPE Programmes visit www.open.uwi.edu/cpe/home

Canada

Support for this development is provided to The UWI Open Campus by the Government of Canada under the Strengthening Distance Education in the Caribbean (SDEC) Project

Certificate in Managing People Effectively
CERTIFICATE IN MANAGING PEOPLE EFFECTIVELY

ABOUT THIS PROGRAMME
The programme Managing People Effectively will introduce participants to the variables which impact on employee performance and the tools which can be (adapted and) used to improve employee productivity, and firm profitability. It familiarizes students with the theory and methodologies associated with supervision of human resources and invites them to determine the value created through effective management strategies associated with high performance.

Students will gain knowledge on how to improve the quality, competency and productivity of the human resource in the Caribbean through effective management techniques. This programme aims to:

- Introduce participants to the fundamentals of the business environment, supervisory skills, and higher order effective people management.
- Guide managers in controlling (assess the influence of) stakeholder relationships which are impacted or have the potential to impact the organisation’s operations.
- Elicit demonstration of contemporary human resource management skills.
- Approach resolution of some of the recurring human resource management issues faced by small and medium-sized enterprises.
- Critically analyse the implications of good and poor HR management for the Caribbean region and similar small-island developing states (SIDS).

WHO IS THIS PROGRAMME FOR?
The programme targets managers, supervisors; human resource specialists and those aspiring to such positions across the public and private sectors who want to improve their supervisory management skills.

PROGRAMME STRUCTURE
The programme consists of three courses. These may be taken together for the completion of the Certificate or participants may be permitted to complete any course for the award of the Continuing Education Units (CEUs).

- Fundamentals of the Business Environment
- The Management Function
- Managing Human Capital

Fundamentals of the Business Environment [3.0 CEUs]: Participants will be introduced to the variables which constitute the internal and external environment of the organisation. Several stakeholders in these environments and their diverse interests will be highlighted. Students will also uncover how external dynamics impact and influence the internal environment of the organisation and the importance of managing these variables for an engaged and productive human resource asset.

The Management Function [3.0 CEUs]: Participants will be instructed in a range of effective management tools appropriate for functionaries in human resources management practice. They will also be given the opportunity to evaluate and critique these techniques for their effectiveness in managing human resources in small-island developing states (SIDS). Students will be required to demonstrate their knowledge of the applicability of these tools throughout the course.

Managing Human Capital [3.0 CEUs]: In the 21st century, the methodologies for managing people should respond commensurately to the increasing changes within the business environment, to secure employee productivity and firm profitability. With this in mind, participants will be exposed to a number of contemporary supervisory tools useful for navigating and developing the workforce in the 21st century. These tools will not only monitor employee performance, but encourage workplace diversity.

THE CONTINUING EDUCATION UNIT (CEU)
The CEU is an international system of measuring, recognising, and recording individuals’ participation in non-credit continuing educational programmes. It is designed to give recognition to individuals continuing their education, wishing to keep up-to-date in their chosen fields, or entering a career field at a very basic level.

The international standard as advocated by the International Association for Continuing Education and Training (IACET) to measure continuing education activities is 1 CEU represents 10 contact or instructional hours of learner engagement in a learning activity leading to specified learning outcomes.

CEUs are calculated in a somewhat similar manner to the traditional credits where 3 credits course requires 39 contact hours. In the case of CEUs, 3 CEUs require 30 contact hours.

<table>
<thead>
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<th>No. courses/ programme</th>
<th>Maximum Contact Hours</th>
<th>No. of CEUs Awarded</th>
</tr>
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<tbody>
<tr>
<td>1 course</td>
<td>30</td>
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Building the Workforce for the Future