

Program Information

Human Resources Learning and Development

2024/2025

Program Overview	The Human Resources Learning and Development (HRLD) Post-Graduate Diploma program provides you with the knowledge, skills, and practical experience for a successful career in the human resources learning and development field. Throughout the program, you will gain an understanding of core HR functions in the workplace. These concepts are then expanded to include knowledge and skills specific to adult learning and development, preparing you for a broad array of careers in human resources, learning, training, and talent development. For real-world application of learning, students also participate in a work integrated learning project during the program with a MITT industry partner. After graduation, students can pursue two industry recognized professional designations to further their professional profiles with industry-specific competencies, access networking and professional development opportunities, and pathways to career advancement.
Area of Study	Applied Business
Credential	Post-Graduate Diploma
Program Length	2 Years Full time (16 months)

Delivery	Hybrid
Work-Integrated Learning	No
Open to International Students	Yes
CIP Code	N/A

Career Outcomes

- Human Resources Coordinator
- Learning and Development Coordinator
- Training Facilitator
- Recruitment and Talent Acquisition Assistant
- Employee Engagement and Wellness Coordinator

All Courses

Course Name	Description	Hours
Seminar in Ethics and Integrity (PG-011)	MITT's Ethics and Academic Integrity Seminar provides students with the tools necessary to navigate the expectations of the Canadian post-secondary academic environment. In this three-hour on-line seminar, students will develop a thorough understanding of MITT's Academic Integrity policy and the consequences of academic integrity violations and demonstrate how to use APA style when writing an academic paper.	3 hours

Seminar in Lifelong Learning (PG-012)	Students are introduced to the growth mindset required to become self-motivated resilient learners. Students are challenged to examine their own thinking habits and build on their strengths in acquiring new learning and skills.	3 hours
Introduction to Human Resource Management (PG-070)	This course introduces students to the basic human resource functions and the role of HR within an organization. Topics covered include: recruitment and selection, compensation and benefits, retention and motivation, and working with labour unions.	42 hours
Ethics, Legislation and Social Responsibility (HRLD-110)	This course explores principles and theories of ethics and the role of corporate social responsibility in HR management and the organization. Students examine key provincial and federal human resource legislation and how legislation informs the creation and management of employee codes of conduct. The analysis of case studies of workplace ethical dilemmas prepares students to identify, interpret and address ethical issues and trends in the workplace.	42 hours
Workplace Health and Wellness (HRLD-120)	A healthy workplace very often makes for a happy one, and the health and wellbeing of a workforce is paramount to the organization's success. This course provides students with the knowledge and skills to develop and ensure compliance to health and wellness policies and practices. Topics covered include health and safety; mental, social and physical wellness; employee	42 hours

	engagement; group and organization wellness; and positive union/employee management.	
Human Resource Metrics and Strategic Planning (HRLD-130)	This course introduces students to strategic management and strategic planning processes as well as HR metrics and measures. Topics include the measurement of HR and organizational goals, as well as the efficacy of HR functions; the collection and reporting of data; the cost and impact of employee initiatives; and HR audits.	42 hours
Recruitment and Selection (HRLD-140)	This course takes students through the staffing function of HR management, addressing the topics of job analysis; recruitment; selection process and interviews; orientation, probation and assessment; employee engagement; as well as career, retirement and succession planning.	42 hours
Compensation and Benefits (HRLD-150)	This course provides students with the knowledge and skills to administer compensation and benefits in specific situations. Topics include job design, analysis and evaluation; salary structures; benefits legislation; policies and practices; compensation packages; private and public benefit plans; and pension plans.	42 hours
Writing and Grammar for Business (PG-020)	In this course the emphasis will be placed on improving and perfecting written communication for business purposes (e-mails, memos, letters, reports, public relations messaging, and other documents). The focus is on providing	42 hours

	students with the knowledge and skills to make their writing clear, effective, and grammatically correct. Students will also have the opportunity to develop effective communication for various professional scenarios and situations, including making business presentations.	
Dynamic Communication Skills (PG-010)	This course focuses on the communication skills that are necessary to be successful in a professional workplace environment. Developing effective speaking and listening skills are an integral part of the course. Students are also introduced to effective strategies for creating and delivering effective presentations to a variety of audiences for various purposes.	42 hours
Organizational Behaviour for Corporate Governance (PG-040)	This course will help students understand how organizational culture is adopted and internalized within organizations. Students will explore determinants of organizational behaviour relating to individuals, groups, and structures, and the effect this has on North American work environments.	42 hours
Intercultural and Inclusive Workplaces (HRLD-165)	Today's workplace is diverse, so HR professionals need to ensure that organizations have in place policies and practices that acknowledge, respect and encourage both diversity and inclusivity. Before studying relevant legislation as well as effective policies and practices, students explore their own ideas of culture, diversity, accessibility and inclusivity. Case studies enable students to examine the ways in which cultural	42 hours

	differences (and similarities) can play out in the workplace; to reflect on their own potential biases; and to apply best practices for inclusivity.	
Managing Learning and Development (HRLD-180)	This course examines the role of learning and development as an HR function and its role in and impact on the organization. Students gain the knowledge and skills pertaining to needs analysis (client/organization and employee); learning styles; performance improvement; design and delivery of training; managing changes; and program evaluation. Current issues and trends in employee-sponsored learning and development are also explored.	42 hours
Curriculum Planning for Adult Education (HRLD-190)	This course helps students develop the knowledge and skills needed to plan both stand-alone courses and programs. Students examine current and key adult learning theories and practices. Other topics include identifying curricular goals and parameters, standard curricular components, designing instruction and effective planning for deliverables.	42 hours
Designing Learning Experiences (HRLD-200)	This course presents students with key theories and best practices pertaining to the design of various types of learning experiences for both in person and online delivery. Students gain practical knowledge, skills and experience in crafting meaningful learning objectives, conducting effective materials research, developing targeted materials, as well as designing and supporting transfer of learning. Change management and its	42 hours

	application to a learning project are also examined.	
Facilitating Learning (HRLD-210)	This course enables students to understand and appreciate the perspective of the learner, helping students to differentiate between learning, teaching and facilitating. Topics include effective learning environments, learning styles, learner motivation and engagement, collaborative learning and learner diversity.	42 hours
Evaluating Learning (HRLD-220)	This course helps students recognize the critical role evaluation plays in all developmental stages of effective programming. Students gain practical skills in applying strategies to evaluate curricular goals, pre- and post-learning of learners, and transfer of learning and the impact of programming on the organization, and to assess whether the client's goals have been met.	42 hours
Human Resources Learning and Development Work Integrated Project (HRLD-230)	The Human Resources Learning and Development Work Integrated Project will pair student groups of 3 or 4 students with industry partners to propose, plan and execute a project that will contribute to a learning and development need within the industry partner's organization. The project allows students to integrate their classroom learning with real-world experience and provide a meaningful and beneficial product that can be implemented in the workplace. Students will have the opportunity to exhibit their project to their peers, instructors and	42 hours

	industry partners at the conclusion of the program.	
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