



**PETERS
SCHOOL**
Business

Eligible for
**FINANCIAL AID
& AWARDS**

BUSINESS ADMINISTRATION

HR MANAGEMENT SPECIALIZATION

2-Year Diploma

Develop the skills to support people and organizations through strategic HR practices, including workforce planning, recruitment, employee development, and data-driven decision-making. Learn to apply HR principles, technology, and ethical business practices to help organizations achieve their goals and improve outcomes.

PROGRAM LEARNING OUTCOMES

- ▶ Apply problem-solving and critical thinking skills to effectively respond to challenges and opportunities in business.
- ▶ Collaborate with others toward fulfillment of a shared vision, goal, initiative, or project.
- ▶ Collect, analyze, and interpret data to make informed decisions.
- ▶ Demonstrate effective communication by selecting and utilizing suitable methods tailored to diverse situations.
- ▶ Determine the ethical implications of business decisions, considering the potential impacts on stakeholders and society.
- ▶ Provide customer service and solutions that meet and exceed stakeholder expectations.
- ▶ Integrate environmental sustainability, social responsibility, and governance principles to enhance and drive an organization's strategic business initiatives.
- ▶ Leverage technology to meet organizational needs.
- ▶ Discuss the strategic importance of HR functions in today's organizations.
- ▶ Support management and employees in using HR practices and principles.
- ▶ Develop and implement strategies for workforce planning, recruitment, and employee development.
- ▶ Use data-driven insights to inform HR strategies and improve organizational outcomes.

You might be a good fit for this program if you would enjoy:

- ▶ Working with people and solving workplace challenges.
- ▶ Supporting and contributing to strategic human resource practices.
- ▶ Building positive relationships and collaborating with others.
- ▶ Navigating sensitive conversations with professionalism and care.
- ▶ Acting with integrity by respecting privacy, confidentiality, and dignity.
- ▶ Addressing complex situations and finding practical solutions.



Campus/Delivery Options

Victoria Avenue East campus
Parkland campus



Available Intakes

September | January

EXPECTATIONS

Program and Industry

- ▶ Engage in ongoing professional development to stay current with industry practices.
- ▶ Uphold high ethical standards, including confidentiality, respect for human rights, and avoidance of conflicts of interest.
- ▶ Build strong relationships and collaborate effectively across organizations
- ▶ Demonstrate empathy, emotional intelligence, and sound judgment.
- ▶ Communicate clearly and handle sensitive matters with professionalism.
- ▶ Support organizational effectiveness through people-focused solutions.
- ▶ Pay close attention to detail and commit to continuous improvement.
- ▶ Stay organized and manage multiple priorities in a dynamic environment.

CAREER OPPORTUNITIES

Graduates are ready for entry-level roles in people management, recruitment, and workplace operations. Common career opportunities include human resources assistant, recruitment coordinator, payroll and benefits administrator, and training or health and safety assistant. Graduates find employment across a wide range of sectors, including private business, non-profit organizations, healthcare, education, and government, where effective workforce management is essential to organizational success.

The program also supports career advancement in areas such as employee relations, talent management, and organizational development. It provides graduates with the course learning requirements for the Chartered Professional in Human Resources (CPHR) designation and helps prepare them to meet the related work experience requirements. With experience or additional credentials, graduates can progress to roles such as human resources advisor, HR manager, or consultant. This diploma offers practical, job-ready skills and a strong foundation for long-term career growth in supporting people and organizational performance.

ADMISSION REQUIREMENTS

- ▶ A complete Manitoba Grade 12 or equivalent
 - English 40G/40S or equivalent
 - Essential Mathematics 40S or equivalent

NEXT STEPS

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- ▶ Participate in classroom activities
- ▶ Experience college life
- ▶ Explore all of our helpful services for students
- ▶ Meet current college students and instructors
- ▶ Enjoy a free lunch on us!

assiniboine.net/spendaday

ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

assiniboine.net/infosessions



Ready to Start?
APPLY NOW!



assiniboine.net/ba-hrmanagement