

Internship Program

Human Resources (CHRO, Chief
Human Resources Officer)



Internship Program

Human Resources (CHRO, Chief
Human Resources Officer)

Index

01

Introduction

p. 4

02

Why Study an Internship Program?

p. 6

03

Objectives

p. 8

04

Educational Plan

p. 10

05

Where Can I Do the Internship Program?

p. 12

06

General Conditions

p. 14

07

Certificate

p. 16

01 Introduction

In the face of the competition that exists between organizations, human capital is a fundamental aspect within institutions. Having a skilled and committed team is essential for business success. In this context, the Human Resources (HR) department takes on great importance as it is responsible for attracting, recruiting, retaining and developing human talent in companies. These functions require a complete mastery of areas such as strategic communication or Executive Coaching. For this reason, TECH has implemented this program in which, during 3 weeks, specialists will be integrated into a team versed in human capital management, in order to get up to date with the latest advances in this field and apply them efficiently to their practice.

“

Incorporate into your work the most advanced techniques of Financial Diagnosis to make your Human Resources management efficient and strategic thanks to this Practical Training”





Human Resources (CHRO, Chief | 05 **tech** Human Resources Officer)

Human Resources has become a key area for companies, given its ability to manage and develop their human resources. Its tasks include maintaining a healthy work environment, ensuring compliance with labor laws and improving employee performance. However, these tasks can involve challenges such as retaining talent or mediating conflict situations. Therefore, it is vital that professionals have the most effective and innovative strategies to overcome them successfully. In this way, TECH has designed an Internship Program consisting of a 120-hour stay in a prestigious reference center in the field of Human Resources.

During 3 weeks, the graduates will be part of a team of specialists of the highest level, with whom they will actively work on the implementation of a sound strategic plan. They will be able to implement effective talent management techniques in their procedures and will develop communication skills to keep employees informed and committed to the company's objectives.

It should be noted that, during the stay, they will be supported by an assistant tutor who will be responsible for ensuring that all the requirements for which this on-site stay has been designed are met. This will allow specialists to work with full security guarantees, while applying new forms of organization and work methodologies based on the digital era. All this will allow the specialists to enhance their skills and expand their knowledge with the support of a distinguished team. Undoubtedly, an experience that will serve to boost their professional development and take advantage of the opportunities offered by this ever-expanding industry.

02

Why Study an Internship Program?

Human Resources is one of the most demanded professions nowadays, due to its capacity to contribute to the efficient functioning of organizations. That is why the profile specialized in new techniques of Executive Coaching and Economic Management is booming. This implies that they have both the most cutting-edge tools and technologies to face business decisions. Because of this, TECH has developed a 100% practical program where students can experience real cases and apply their knowledge with an expert multidisciplinary team. In this way, you will refine your professional background during 3 weeks of intensive stay in an efficient and updated work environment.



You will work in a modern work environment with a team of professionals who will bring great advances to your daily practice in Human Resources”

1. Updating from the latest technology available

New technologies are transforming the Human Resources function in several ways. Examples of this are the Management Software, online learning platforms or virtual assistants. For this reason, TECH presents this Internship Program with which specialists will enter a cutting-edge human capital management environment, accessing the latest technology in the field of Data Analysis.

2. Gaining in-depth knowledge from the experience of top specialists

Throughout the entire practical period, a team made up of experts in the sector will accompany the specialists, ensuring that all their skills are kept up to date. In addition, a specifically assigned tutor will guide and advise them through all the steps involved in the Human Resources department. In this way, they will be prepared to incorporate the most effective personnel management procedures into their daily practice.

3. Entering first-class professional environments

In its maxim to provide the best Internship Programs, TECH carefully selects all the centers available for internships. As a result, specialists will be guaranteed access to a prestigious business environment in the field of Human Resources. This will allow them to become acquainted with the day-to-day work of a demanding area of work, always applying the latest advances that have been made in their work methodology.



4. Putting the acquired knowledge into daily practice from the very first moment

TECH offers a 100% practical learning model, which aims to break away from the traditional pedagogical programs existing in the market. This allows specialists to combine their personal and professional lives with learning. In line with this, the present program will not only allow them to get to know the latest procedures in this field, but also to put them into professional practice during 3 intensive weeks.

5. Expanding the boundaries of knowledge

For this Internship Program, TECH offers a wide range of possibilities in national and international centers. In this way, professionals can expand their frontiers and acquire knowledge from the best specialists in the sector, who perform their duties in first class companies in different continents.

“

*You will have full practical immersion
at the center of your choice”*

03 Objectives

The main objective is that, at the end of this internship, students will be able to support the growth and talent of their company through a sound Human Resources plan. To do so, they will take into account all the tools and strategies necessary to carry it out according to the objectives of the organization. In this way, they will be able to implement the most advanced praxis in their daily work contexts.



General Objectives

- Obtain a comprehensive vision of Human Resources management in a company
- Design the personnel selection and recruitment process
- Develop cutting-edge methodologies in people management and talent development within the organization, through a strategic approach that favors challenges such as digital transformation
- Apply appropriate internal communication techniques to maintain cohesion and correctly transmit strategic objectives





Specific Objectives

- Analyze the decisions of the different areas using the corporate culture model
- Develop and effectively implement the main Human Resources policies (recruitment, training and compensation)
- Have an in-depth knowledge of Human Resources management and administration processes: hiring, firing, staff restructuring, etc.
- Master the financial and accounting bases of Personnel Management
- Apply coaching and positive psychology techniques to motivate employees
- Delve into the corporate regulations that are exercised in the labor context
- Implement new forms of organization and work methodologies adapted to digital business
- Manage communication tools to make them planning, execution and achievement procedures



This refresher program will provide you with the most advanced methods in Performance Evaluation and Performance Management”

04 Educational Plan

This Internship Program consists of a 3-week internship in a prestigious center, from Monday to Friday, with 8 consecutive hours of practical training with an assistant specialist. These days will allow you to obtain an integral vision of Human Resources Management in a real company, applying strategies to plan and manage the projects of this department using the most modern technology.

In this academic proposal, eminently face-to-face, the activities are aimed at the development and improvement of the necessary competencies for the provision of strategic management services of Human Resources, and are oriented to the specific training for the exercise of the activity, in an environment of security and high professional performance.

This is an opportunity to learn by working in a business environment, where the application of talent management, strategic communication or Executive Coaching is essential to ensure optimal management of human capital. This experience, guided by the advice of the best specialists in this sector, will provide students with skills that are fully applicable in their professional lives.

The practical teaching will be carried out with the active participation of the student performing the activities and procedures of each area of competence (learning to learn and learning to do), with the accompaniment and guidance of teachers and other training partners that facilitate teamwork and multidisciplinary integration as transversal competencies for the praxis of Human Resources (learning to be and learning to relate).



Be part, for 3 weeks, of a Practical Internship Program that will allow you to apply advanced strategies to manage Human Resources projects. Enroll now!"

The procedures described below will be the basis of the practical part of the training, and its realization will be subject to the center's own availability and workload, being the proposed activities the following:

Module	Practical Activity
Organizational Behavior	Identify the organization's HR needs, recruit candidates, conduct interviews and make hiring decisions
	Design training programs to develop employee skills and competencies
	Implement performance appraisal systems to measure employee performance
	Develop effective communication strategies to ensure that key messages are conveyed to all levels of the organization
	Conduct surveys and analysis to assess the work environment, identifying areas for improvement and taking action to create a more productive work environment
Financial Management and Administration	Develop budgets that reflect the costs associated with staffing
	Manage data analytics tools to make data-driven HR management decisions, such as predicting turnover trends
	Implement performance appraisal systems that are linked to incentives and salary increases, which identify employees who make outstanding contributions to the organization
	Ensure that HR policies comply with local and state labor regulations
	Maintain effective relationships with labor unions and manage labor agreements or negotiations
Talent Management	Detect employee development needs and create training programs that promote professional growth
	Implement performance evaluation systems that serve to improve employee performance, providing feedback and setting improvement goals
	Create strategies and programs aimed at retaining talented employees, including development opportunities
	Help employees adapt to organizational changes, such as restructuring or implementation of new technologies
	Facilitate effective communication within the company to keep employees informed and engaged

Module	Practical Activity
Strategic Communication	Design strategic communication plans that are aligned with the company's objectives and vision
	Ensure that employees understand the company's policies and procedures, including benefits, labor regulations and codes of conduct
	Conduct awareness campaigns on issues relevant to employees, such as diversity, inclusion, health and wellness
	Coordinate communication in crisis situations, such as workplace accidents, mass layoffs or labor relations issues
	Reinforce and communicate both company culture and values to maintain employee cohesion
Transform Human Resources in the Digital Era	Use digital platforms and social networks to identify, attract and recruit talent
	Promote collaboration and communication among employees through the use of digital tools, such as instant messaging applications
	Facilitate the transition of workers to new technologies by providing training and support during the process
	Foster an organizational culture that embraces digital transformation, driving innovation, agility and adaptability to change
	Digitize HR processes, such as payroll management, through the use of human resource management software and systems

05 Where Can I Do the Internship Program?

In its commitment to provide quality education within the reach of most people, TECH has broadened the academic horizons so that this Internship Program can be taught in various centers. Undoubtedly, a unique opportunity that will allow professionals to progress in their careers alongside the best specialists in the sector in various institutions of reference.

“


*Specialize in an entity that will
allow you to perfect your skills
to enrich your usual procedures”*





Human Resources (CHRO, Chief | 13 tech Human Resources Officer)

The student will be able to do this program at the following centers:



School of Business

Descubre Tus Recursos

Country	City
Spain	Madrid

Address: Calle Parque Bujaruelo, 8, 28924 Alcorcón, Madrid

Consulting specialized in Business Coaching, Leadership and Job Benchmarking

Related internship programs:

- MBA in Human Resources (CHRO, Chief Human Resources Officer)



Make the most of this opportunity to surround yourself with expert professionals and learn from their work methodology"

06 General Conditions

Civil Liability Insurance

This institution's main concern is to guarantee the safety of the trainees and other collaborating agents involved in the internship process at the company. Among the measures dedicated to achieve this is the response to any incident that may occur during the entire teaching-learning process.

To this end, this entity commits to purchasing a civil liability insurance policy to cover any eventuality that may arise during the course of the internship at the center.

This liability policy for interns will have broad coverage and will be taken out prior to the start of the Internship Program period. That way professionals will not have to worry in case of having to face an unexpected situation and will be covered until the end of the internship program at the center.



General Conditions of the Internship Program

The general terms and conditions of the internship agreement for the program are as follows:

1. TUTOR: During the Internship Program, students will be assigned with two tutors who will accompany them throughout the process, answering any doubts and questions that may arise. On the one hand, there will be a professional tutor belonging to the internship center who will have the purpose of guiding and supporting the student at all times. On the other hand, they will also be assigned with an academic tutor, whose mission will be to coordinate and help the students during the whole process, solving doubts and facilitating everything they may need. In this way, the student will be accompanied and will be able to discuss any doubts that may arise, both clinical and academic.

2. DURATION: The internship program will have a duration of three continuous weeks, in 8-hour days, 5 days a week. The days of attendance and the schedule will be the responsibility of the center and the professional will be informed well in advance so that they can make the appropriate arrangements.

3. ABSENCE: If the students does not show up on the start date of the Internship Program, they will lose the right to it, without the possibility of reimbursement or change of dates. Absence for more than two days from the internship, without justification or a medical reason, will result in the professional's withdrawal from the internship, therefore, automatic termination of the internship. Any problems that may arise during the course of the internship must be urgently reported to the academic tutor.

4. CERTIFICATION: Professionals who pass the Internship Program will receive a certificate accrediting their stay at the center.

5. EMPLOYMENT RELATIONSHIP: The Internship Program shall not constitute an employment relationship of any kind.

6. PRIOR EDUCATION: Some centers may require a certificate of prior education for the Internship Program. In these cases, it will be necessary to submit it to the TECH internship department so that the assignment of the chosen center can be confirmed.

7. DOES NOT INCLUDE: The Internship Program will not include any element not described in the present conditions. Therefore, it does not include accommodation, transportation to the city where the internship takes place, visas or any other items not listed.

However, students may consult with their academic tutor for any questions or recommendations in this regard. The academic tutor will provide the student with all the necessary information to facilitate the procedures in any case.

07 Certificate

This private qualification will allow you to obtain an **Internship Program's diploma in Human Resources (CHRO, Chief Human Resources Officer)** endorsed by **TECH Global University**, the world's largest online university.

TECH Global University, is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University private qualification**, is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Internship Program in Human Resources (CHRO, Chief Human Resources Officer)**

Duration: **3 weeks**

Attendance: **Monday to Friday, 8-hour consecutive shifts**

Accreditation: **4 ECTS**



future
health confidence people
education information tutors
guarantee accreditation teaching
institutions technology learning
community commitment
personalized service innovation
knowledge present quality
development languages
virtual classroom



Internship Program
Human Resources (CHRO, Chief
Human Resources Officer)

Internship Program

Human Resources (CHRO, Chief
Human Resources Officer)

