

# Postgraduate Certificate Work Environment Management I





## Postgraduate Certificate Work Environment Management I

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online
- » Target Group: university graduates, graduates or university graduates, professionals in the field of human resources, labor relations and psychology, professionals in the fields of human resources in the field of human resources, labor relations and psychology, who wish to deepen their knowledge in this field.

Website: [www.techtute.com/pk/school-of-business/postgraduate-certificate/work-environment-management-i](http://www.techtute.com/pk/school-of-business/postgraduate-certificate/work-environment-management-i)

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# 01

# Welcome

Today, organizations and companies of all sectors and sizes are fully aware of the importance of human capital to their success. In this sense, Work relationships play a very important role, since they are the ones that take care of and guarantee the well-being within the company promoted by a good relationship between all the parts that take part in the Company. But for this to be possible it is essential to ensure a good working environment where both La company and The employees are satisfied with the conditions. For this reason, TECH has designed this educational action that will nurture the participants in the most efficient models in terms of management of the work environment. This information will provide the professional with the necessary skills to enter a labor market that is increasingly demanding experts in the field.



Postgraduate Certificate in Work Environment Management I.  
TECH Technological University



“

*Acquire through this training the necessary competencies to successfully manage the work environment and become a first level professional”*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class center for intensive managerial skills education.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*



## At TECH Technological University



### Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"*Microsoft Europe Success Story*", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**+100000**

executives prepared each year

**+200**

different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**+500**

collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

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TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

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TECH offers students the best online learning methodology. The university combines the *Relearning* methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



### Economy of Scale

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TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

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In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you education of the highest academic level”*

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:

**01**

### A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of students achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Technological University community.

*We give you the opportunity to study with a team of world-renowned teachers.*

# 04 Objectives

The objectives of this program are based on alleviating the educational needs of Work Relationships professionals in this field. In this sense, a complete and optimal program has been realistically established to lead students to academic excellence and encourage them to efficiently advance in their professional careers. For all these reasons, this training will be for the student a journey of personal and professional growth that will lead them to the highest quality in their intervention as a labor relations professional with a thorough understanding of the fundamentals of the correct functioning of the work environment.



“

*If your goal is to expand your career as a specialist in labor Environment Management, with the qualifications that will enable you to compete among the best, then you've come to the right place”*



TECH makes the goals of their students their own goals too.  
Working together to achieve them.

The Postgraduate Certificate in Work Environment Management I will enable students to:

01

In-depth knowledge of the different ways of managing the work environment

02

In-depth knowledge of the different ways of approaching business communication

03

Deepen the understanding of gender equality as a means to preserve a good work environment

04

Understand the functioning of competitive advantages in the work environment



05

Intervene in labor relations between employer and employee

06

Discover gender equality in the organization, as well as the conditions of the environment for people with disabilities

07

Apply the regulatory framework for data protection and ethical principles in the management of companies

08

Create a plan to improve the work environment



05

# Structure and Content

The syllabus of this Diploma has been designed and created by a team of specialists in the field to respond, in a specific way, to the needs of Human Resources professionals. This compendium of content, has also been designed with a focus on applied learning, which will allow professionals to successfully intervene, by means of a broad vision connected to real environments in the profession. Therefore, this syllabus will become the student's main asset when it comes to successfully entering a labor market that increasingly demands more and more professionals specialized in the field.



“

*A complete training program created to offer the professional an efficient and fast learning process, compatible with his personal and professional life”*

## Syllabus

Currently, organizations of all sizes and sectors are becoming aware that labor Relationships asset in within companies, and is also the master key to achieving the growth goals set. This is largely due to the union that is created between the company and its workers, which, if created correctly, can exponentially promote productivity in the processes.

But for this to be possible, it is essential to ensure a good working environment. Therefore, in this complete program, created by TECH professionals, the professional will find the definitive guide to become a true expert in Work Environment Management.

During the training course, all the aspects that are key and fundamental to establish a good environment in companies, which promotes the growth of the organization and makes it an excellent environment in which to work, will be brought together.

Throughout the program, the correct way to apply the fundamental vectors for the management of organizational change will be addressed, through the analysis of transformation strategies in the organization. In this way, the professional will learn to carry out a study of the current state of the organization and the necessary measures to manage the work environment. All this is presented through a compendium of updated information and Relearning methodology focused on practical learning, leaving behind the sessions of forced memorization and compulsory reading.

This program takes place over 6 weeks and is delivered entirely online.

### Module 1

### Work Environment Management I





### Where, When and How is it Taught?

TECH offers you the opportunity to study this Postgraduate Certificate in Work Environment Management I completely online. During the 6 weeks of the specialization, the student will be able to access all the contents of this program at any time, which will allow the students to self-manage their study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

**Module 1. Work Environment Management I**

**1.1. Introduction to Work Environment Management**

- 1.1.1. Organizational Culture, Leadership and Conflict
- 1.1.2. Basic Elements of Organizational Culture
- 1.1.3. Conflicts: Concepts and Types
- 1.1.4. Relationship Between Culture and Leadership

**1.2. Introduction to the Prevention of Occupational Risks**

- 1.2.1. Introduction to Work Health and Safety
- 1.2.2. Introduction to Ergonomics in the Workplace
- 1.2.3. Introduction to the Prevention of Psychosocial Risks

**1.3. Environmental Conditions for People with Disabilities**

- 1.3.1. NOM -030- SSA3-2013
- 1.3.2. Types of Disabilities
- 1.3.3. Correct Adaptation of the Work Place

**1.4. Gender Equality of the Organization**

- 1.4.1. Article 86 of the Federal Labor Standards Act
- 1.4.2. Rules and Sanctions in the Organization
- 1.4.3. Actions for Effective Equality Between Men and Women in the Field of Employment

**1.5. Job Placement Management**

- 1.5.1. Personnel Selection
- 1.5.2. Internal Selection Processes
- 1.5.3. External Selection Processes

**1.6. Business Conduct and Ethics**

- 1.6.1. The Concept of Social Responsibility
- 1.6.2. Ethical Principles that should Guide the Management of Companies
- 1.6.3. Corporate Social Responsibility
- 1.6.4. Corporate Social Responsibility and Responsible Marketing

**1.7. Work Environment**

- 1.7.1. The Environment in Organizations: Concept of Work Environment
- 1.7.2. Work Climate Dimensions
- 1.7.3. Measurement of the Work Environment
- 1.7.4. Qualitative Measuring Tools for the Work Environment: SWOT and PESTEL

**1.8. Deterioration of the Working Environment**

- 1.8.1. Psychosocial Risks: Burnout and Mobbing
- 1.8.2. Absenteeism

**1.9. Data Protection Regulatory Framework**

- 1.9.1. Introduction to Data Protection
- 1.9.2. Federal Law on the Protection of Data Held by Private Parties
- 1.9.3. Fines and Sanctions

**1.10. Work Environment Improvement Plan**

- 1.10.1. Primary, Secondary and Tertiary Prevention
- 1.10.2. Crisis Intervention
- 1.10.3. Essential Criteria for an Action Plan





# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.



*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*



*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“

*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.



## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.





This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

This Postgraduate Certificate in Work Environment Management I is a program aimed at professionals in labor relations, Human Resources and psychology who want to update their knowledge in the area of Work Environment Management I and advance their professional career towards a promising future in this field. The compendium of knowledge that they will acquire after completing this comprehensive training will enable them to work in this field with guaranteed success and will enable them to position themselves as experts in digital entrepreneurship.





“

*If you want to achieve an interesting improvement in your professional career while continuing to work, this is the program for you”*

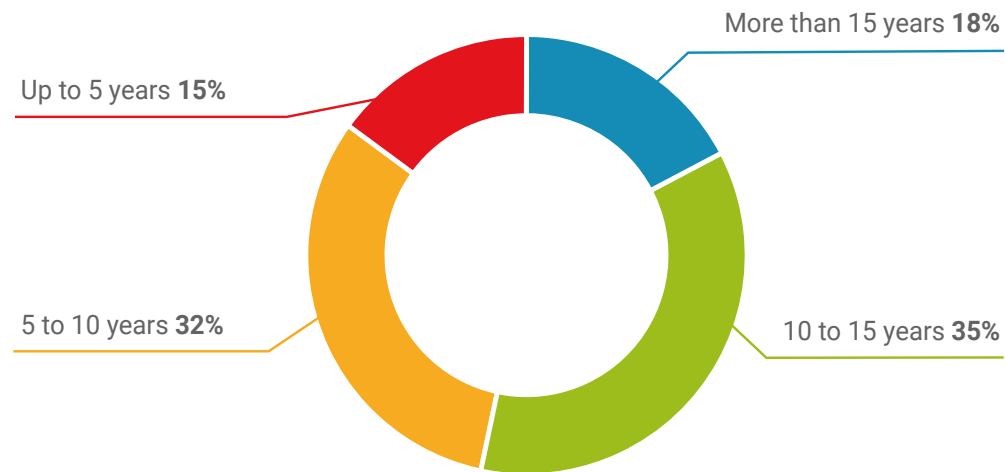
### Average Age

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Between **35** and **45** years old

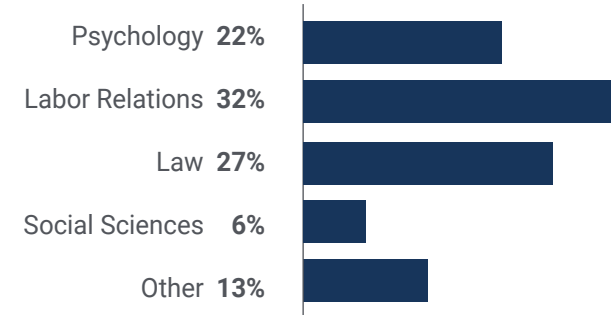
### Years of Experience

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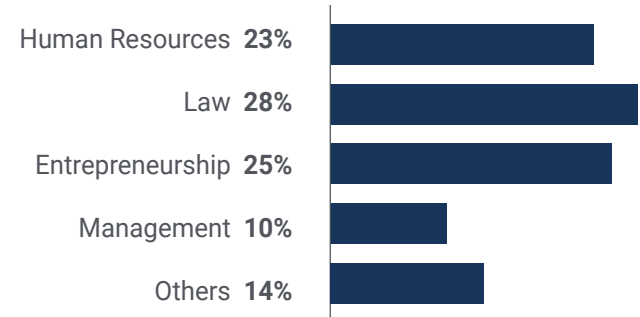
### Training

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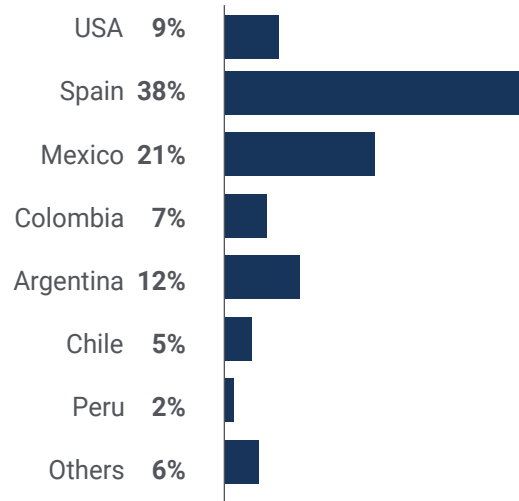
### Educational Profile

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## Geographical Distribution

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## Santiago Reyes

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Personnel Selection Manager

*"Between this and other courses I have taken at TECH on Human Resources have been a great help in advancing my career. Thanks to these trainings I have landed a new job in the industry and I couldn't be happier"*

08

# Impact on Your Career

TECH is aware that studying a program like this entails great economic, professional and, of course, personal investment.

The ultimate goal of this great effort should be to achieve professional growth. And do so efficiently.





“

*Our challenge is to generate a positive change in your professional career. We are fully committed to helping you achieve it”*

### Are you ready to take the leap? Excellent professional development awaits you.

With this training, professionals will be able to advance drastically in their profession, although there is no doubt that, in order to do so, they will have to make an investment in different aspects, such as economic, professional and personal areas.

However, the goal is to improve in your professional life and, to do so, it is necessary to be trained.

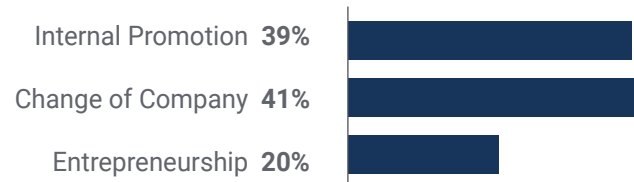
*Thanks to this program you will receive a large number of job offers with which you will be able to start your professional growth.*

*The conclusion of the Postgraduate Certificate in Work Environment Management I will allow you to advance in your profession.*

### Time of Change



### Type of change



## Salary increase

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This program represents a salary increase of more than **25.22%** for our students



09

# Benefits for Your Company

The Postgraduate Certificate in Work Environment Management contributes to elevate the organization's talent to its maximum potential through the specialization of high-level leaders. Therefore, participating in this program will not only improve you on a personal level, but, above all, on a professional level, enhancing your education and improving your managerial skills. But it is also a unique opportunity to access a powerful network of contacts in which to find future professional partners, customers or suppliers.





“

*Bring to the company new strategies in the management of employment policies thanks to the improvement of your knowledge and training”*

Developing and retaining talent in companies is the best long-term investment.

01

### Growth of talent and intellectual capital

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

---

02

### Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.

03

### Building agents of change

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

---

04

### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.





05

### **Project Development**

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.

---

06

### **Increased competitiveness**

This program will equip students with the skills to take on new challenges and drive the organization forward.

# 10 Certificate

The Postgraduate Certificate in Work Environment Management I guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.



“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Work Environment Management I** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations and professional career evaluation committees.

Title: **Postgraduate Certificate in Work Environment Management I**

Official N° of Hours: **150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



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- » Modality: **online**
- » Duration: **6 weeks**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

# Postgraduate Certificate Work Environment Management I

