Postgraduate Diploma
Administration and People Management

tech *technological university*

Postgraduate Diploma
Administration and People Management

» Modality: **online**
» Duration: **6 months**
» Certificate: **TECH Technological University**
» Dedication: **16h/week**
» Schedule: **at your own pace**
» Exams: **online**
» Target Group: **Graduates, Diplomas or University Graduates, professionals in the field of Human Resources, labor relations and psychology, who want to deepen their knowledge in this field.**

Website: **www.techtitute.com/us/school-of-business/postgraduate-diploma/postgraduate-diploma-administration-people-management**

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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. Human Resources experts play a very important role because, through the specific actions they put into practice, they will be able to nurture the company with selection processes that attract, recruit and manage top-level professionals who will enhance the company's development. Being fully aware of this, TECH professionals have designed this very complete program that aims to provide students with the necessary skills to carry out a correct Administration and Management of Human Resources of companies in which, in addition, the importance of strategic management of the department as a means to maximize the efficiency and effectiveness of labor processes is taken into account.

Postgraduate Diploma in Administration and People Management
TECH Technological University

Thanks to the complete contents provided by this Postgraduate Diploma, you will be able to successfully manage the human assets of organizations"

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 centre for intensive managerial skills training.

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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 combines 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.

100,000+ executives trained 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:

Learn with the best

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 Harvard Business School case studies"

Analysis

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

Academic Excellence

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

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 ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.

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.

tech

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

This program will provide students with a multitude of professional and personal advantages, particularly the following:

01

A significant career boost

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 participants achieve positive career development in less than 2 years.

02

Develop a strategic and global vision of companies

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

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

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 areas 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 Be part of an exclusive community

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

We give you the opportunity to train with a team of world renowned teachers.

04
Objectives

The objectives of this program are based on meeting the experience needs of Human Resources professionals. To this end, a complete and optimal qualification has been realistically established to lead students to educational excellence and to encourage them to achieve an efficient progression in their professional career. For all these reasons, this program will be for them a journey of personal and professional growth that will lead them to the highest quality in their intervention as a Human Resources manager.

"

If your goal is to expand your professional career as a HR specialist, with the qualifications that will enable you to compete among the best, look no further. This program will give your career the boost it needs"

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

The **Postgraduate Diploma in Administration and people management** will enable the student to:

01 To learn how to apply the various techniques of staff motivation

02 Know Identify the behavior of people in Companies and their

03 Understand how to apply the psychological approach as a means to intervene in group disagreements

04 Understand the functioning of the essential aspects of labor law

05 The procedure and the dynamics of the social assistance system

06 Understand strategies effective for planning and managing Human Resources department projects

08 Know how to perform audits in this field

09 In-depth knowledge of the New Human Resources Policies in the Digital Era

07 Understanding the right ways to design a new job

10 Know prepare an annual performance plan according to the organization within the scope of labor policies and equality at work

11 Know how to Analyze the results of the annual performance plan

14 Know the essential aspects of labor law

12 Recognize different techniques of personal motivation in conflict resolution

13 Identify the behavior of people in organizations

15 Understand the dynamics of the social assistance system

16 Know how to operate the computer systems related to this field of activity

18 Describe the new Human Resources policies in the digital era, through performance evaluation scales and observation techniques

19 Be capacity to prepare an annual performance plan according to the organization within the scope of labor policies and equality at work

17 Handle the materials provided through the virtual classroom

20 Understand strategies for planning and managing Human Resources department projects

Structure and Content

The syllabus of this Postgraduate Diploma has been designed and created by a team of experts in the field to respond specifically to the needs of Human Resources professionals. This compendium of contents has also been planned with a perspective focused on applied learning, allowing professionals to intervene successfully through a broad vision connected to the real environment of the profession. Thus, this syllabus will become the main basis for students when it comes to successfully inserting themselves in a labor market that increasingly demands more and more professionals specialized in the field.

A complete program created to offer a Communication Management program in an effective and fast learning process that is compatible with personal and professional life"

Syllabus

Without a doubt, today almost everyone is aware that for an organization to be successful, the correct selection of personnel is an extremely important element. In this sense, if the right people are hired, the correct development of the tasks and duties to be covered can be promoted and, therefore, the best possible functioning of the organization will be ensured. It is here where the Human Resources professional comes into play and takes on a fundamental role, since their plans and selection processes will be a direct asset for the development of the company.

For all these reasons, TECH professors have designed this Postgraduate Diploma that will provide Human Resources professionals with the skills that will enable them to design and implement effective administration and personnel management plans that are committed to talent and inclusion in organizations. All this, in addition to revaluing the student's professional profile, will turn him/her into an invaluable asset in companies, since companies that are incapable of adequately dealing with their personnel will not achieve their objectives.

Thus, through this program, professionals will learn to carry out an effective management that seeks to develop, plan and coordinate strategies to promote the efficient performance of personnel. This task, especially designed for the area of HR Management and Administration, will be carried out by the HR Department. HR, will organize and maximize the performance of the human assets of a company or organization, in order to increase its productivity.

This complete compendium of contents offered by TECH is designed to be taught in 100% digital format. You only need an electronic device with an Internet connection to access the syllabus of date information. Additionally, since it is in online format, the students will decide when, how and where to study, so they will not have to give up the rest of their daily activities.

This Postgraduate Diploma takes place over 6 months and is divided into 4 modules:

Module 1.	Psychology of Work and Organizations
Module 2.	Social Security
Module 3.	Performance Management and Compensation Policy
Module 4.	RR Strategic Management and Administration. Resources

Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Diploma in Administration and people management completely online. Throughout the 6 months of the educational program, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

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

Module 1. Psychology of Work and Organizations

1.1. Approach to Work and Organizational Psychology
1.1.1. Definition and Historical Conceptualization
1.1.2. Application of Work and Organizational Psychology
1.1.3. Psychological Pictures in the Workplace

1.2. Organizational Structure
1.2.1. Organizational Structure: The Organizational Chart
1.2.2. Group Structure: Types of Business Groups
1.2.3. Information Processing and Exchange in the Organization

1.3. Organizational Climate
1.3.1. Concept of Organizational Climate
1.3.2. The Importance of Establishing an Organizational Culture in the Company and Its Impact on the Worker
1.3.3. Organizational Climate Assessment

1.4. The Positive and Creative Context in Organizations
1.4.1. Introduction to the Positive Context
1.4.2. Handling Turbulent Contexts and Dispensers
1.4.3. Mediation Actions
1.4.4. Organizational Change

1.5. Social Psychology of Conflict and Negotiation
1.5.1. Social Conflict (The Human Group and Its Cognitive Components in a Group)
1.5.2. The Human Group: Collective Processes
1.5.3. Conflict Stimulation

1.6. Psychosocial Foundations of Human Behavior
1.6.1. Psychological Foundations of Human Behavior
1.6.2. Values
1.6.3. Perception
1.6.4. Learning
1.6.5. Commitment

1.7. Career Counseling
1.7.1. Contextualization of Guidance in the World of Work
1.7.2. Career Guidance in Lifelong Work-Based Learning: *Skills*
1.7.3. Digital Transformation in Career Guidance
1.7.4. International Organizations in Vocational and Career Guidance

1.8. Leadership, Change, Innovation and Development
1.8.1. Introduction and Definition of Leadership
1.8.2. Leadership Typologies
1.8.3. Leadership Skills Focused on Change and Innovation

1.9. Personality, Attitudes and Values in the Work Environment
1.9.1. Conceptualization of Personality
1.9.2. Personality Theories
1.9.3. Relationship between Attitudes and Personality
1.9.4. Personality and Work Environment

1.10. Motivation and Job Satisfaction
1.10.1. Motivation: Types (Extrinsic and Intrinsic)
1.10.2. Motivation and Personality
1.10.3. Job Satisfaction and Fulfillment

Module 2. Social Security

2.1. The Constitutional Model of Social Protection: The Social Security System
2.1.1. The Constitutional Model of Social Protection
2.1.1.1. Measures for the Protection of Social Needs
2.1.1.2. Social Security
2.1.2. Evolution of Social Security in Spain
2.1.2.1. System Composition
2.1.3. Economic and Financial Regime of Social Security
2.1.4. Social Security Management

2.2. Persons and Contingencies Protected
2.2.1. Field of Application of the System
2.2.2. Scope of Application of the General Regime
2.2.3. Entrepreneur Registration
2.2.4. Employee Affiliation
2.2.4.1. Employee Terminations and Cancellations
2.2.4.2. Discharge Classes
2.2.4.3. The Special Agreement as a Situation Assimilated to Registration
2.2.4.4. Effects of Registration, Cancellation and Communication of Employee Data
2.2.5. Effects of Improper Acts

2.3. Persons and Contingencies Protected II
2.3.1. Protected Situations
2.3.2. Occupational Accidents and Occupational Diseases
2.3.3. The Protective Action of the Social Security System
2.3.4. General Requirements for Entitlement to Contributory Benefits
2.3.5. Liability for Benefits
2.3.6. Automated Performance

2.4. Management and Financing part I
2.4.1. Social Security Management
2.4.1.1. Management Entities
2.4.2. Common Services
2.4.3. Collaboration in Management

2.5. Management and Financing part II
2.5.1. Economic and Financial Regime of Social Security
2.5.2. General Social Security Resources
2.5.3. Social Security Contributions
2.5.3.1. Contribution Bases and Rates
2.5.4. Collections

2.6. Financial Benefits: Allowances and Pensions I
2.6.1. Introduction
2.6.2. Temporary Disability
2.6.3. Maternity
2.6.4. Parenting
2.6.5. Risk during Pregnancy and Breastfeeding
2.6.6. Care of Children Affected by Cancer or Other Serious Illness
2.6.7. Unemployment

2.7. Financial Benefits: Allowances and Pensions II
2.7.1. Introduction
2.7.2. Contributory Benefits
2.7.2.1. Permanent Disability
2.7.2.2. Retirement
2.7.2.3. Death and Survival
2.7.3. Non-Contributory Benefits
2.7.3.1. Disability
2.7.3.2. Retirement
2.7.4. Family Benefits

2.8. The Health System Portfolio of Services and Medicines
2.8.1. The Health System and Social Security
2.8.2. Evolution of the Right to Health Protection
2.8.3. Medicines and Pharmaceutical Services
2.8.4. Insureds and Beneficiaries of the Right to Health Care
2.8.5. Benefit Management

2.9. The Social Assistance System
2.9.1. Delimitation of the Concept: Social Assistance
2.9.2. Internal Social Security Social Assistance
2.9.3. Social Assistance Outside the Social Security System
2.9.4. Social Services
2.9.5. The System for Autonomy and Dependency Care

2.10. Pension Plans and Funds: Mutual Benefit Societies
2.10.1. Introduction
2.10.2. Voluntary Improvements
2.10.3. Mutual Social Security Mutual Benefit Societies: Pension Plans and Funds

Module 3. Performance Management and Compensation Policy

3.1. Introduction to Performance Management and Management by Objectives
3.1.1. The Impact of the Digital Era on Professional Performance
3.1.2. Digital Transformation in Companies
3.1.3. New Human Resources Policies in the Digital Era
3.1.4. New Work Environments
3.1.5. Performance Assessment: What Is It and What Is It for?
3.1.6. Performance Evaluation Models

3.2. The Performance Management Cycle
3.2.1. New Work Environments
3.2.2. Phases of the Performance Management Cycle
3.2.3. Models in Work Systems

3.3. Performance Planning
3.3.1. Initial Design of the Performance Evaluation: Company Analysis
3.3.2. Setting Individual and Group Objectives
3.3.3. Performance Metrics
3.3.4. Competency-Based Evaluation Systems

3.4. Performance Monitoring
3.4.1. Management of the Corporate Talent Map
3.4.2. Individual and Group Action Plan Follow-up Mechanisms: Observation, Coaching and Feedback Techniques
3.4.3. Recognition Plans

3.5. Performance Evaluation
3.5.1. Key Points in Performance Appraisal: Objectives, Competencies and Project/Team
3.5.2. Definition of Evaluation Scales and Parameters of Excellence
3.5.3. The Application of the Evaluation

3.6. Underperformance Management
3.6.1. Observation Techniques
3.6.2. Incentive Motivation and Coaching Methodologies
3.6.3. Recovery Plan

3.7. Remuneration Policy
3.7.1. Regulation of Work and Remuneration
3.7.2. Establishment of the General Compensation System
3.7.3. Variable Remuneration
3.7.4. Control Systems

3.8. Legal and Labor Aspects of Remuneration
3.8.1. Legal Framework
3.8.2. Application

3.9. Annual Planning of Performance Plans
3.9.1. Design and Development of an Annual Performance Plan
3.9.2. Analysis of Results

3.10. Additional Compensation Aspects
3.10.1. Pension Plans
3.10.2. Other Special Situations

Module 4. RR Strategic Management and Administration. Resources

4.1. **Strategic Thinking and Systems**
4.1.1. The Company as a System
4.1.2. Strategic Thinking Derived from Corporate Culture
4.1.3. The Strategic Approach from a People Management Perspective

4.2. **Human Resources Department Project Planning and Management**
4.2.1. Keys to the Design and Implementation of a Balanced Scorecard
4.2.2. Workforce Sizing and Planning
4.2.3. Supporting Operations: Personnel Policies

4.3. **Strategic Organizational Design**
4.3.1. Business Partner Model
4.3.2. Share Services
4.3.3. Outsourcing

4.4. **Job Design, Recruitment, and Selection**
4.4.1. Training and Career Development
4.4.2. Strategic Approach to People Management
4.4.3. Design and Implementation of Personnel Policies and Practices

4.5. **HR Analytics**
4.5.1. Big Data and Business Intelligence (BI)
4.5.2. Human Resources Data Analysis and Modeling
4.5.3. Design and Development of Human Resources Metrics Measurements

4.6. **Strategic Leadership**
4.6.1. Leadership Models
4.6.2. Coaching
4.6.3. Mentoring
4.6.4. Transformational Leadership

4.7. **Auditing and Control of Human Resources Management**
4.7.1. Reasons for the audit of Human Resources management
4.7.2. Data Collection and Analysis Tools
4.7.3. Audit Report

An exceptional program to develop the necessary skills for personnel management"

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.

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.

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

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.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

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.

30%

10%

8%

3%

30%

15%

4%

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.

Our Students' Profiles

The Postgraduate Diploma in Administration and People Management is a program aimed at professionals in Labor Relations and Human Resources who want to update their knowledge in the area of people selection and advance in their professional career towards a promising future. The compendium of knowledge that they will acquire after completing this program will enable them to work in this field with guarantees of success and will enable them to position themselves as experts in personnel management.
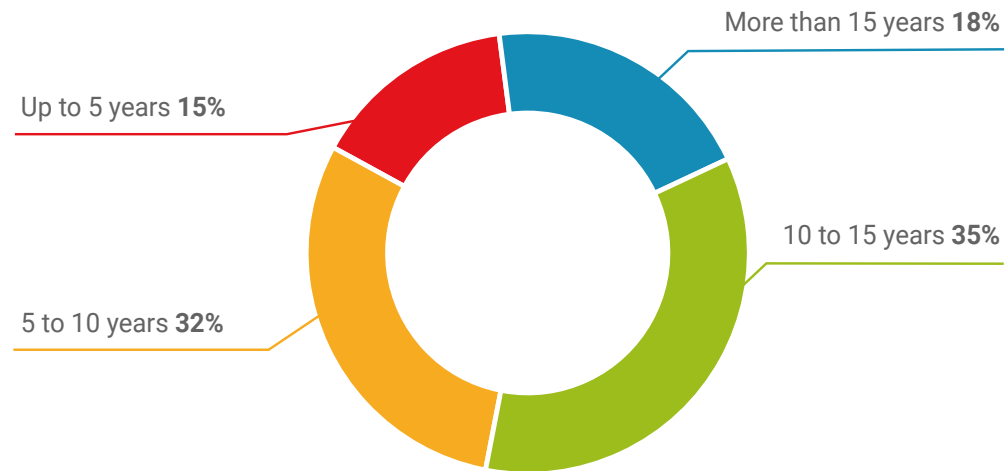
"

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

Average Age

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

Years of Experience

More than 15 years **18%**

Up to 5 years **15%**

5 to 10 years **32%**

10 to 15 years **35%**

Training

Psychology **22%**

Labor Relationships **32%**

Law **27%**

Social Sciences **6%**

Other **13%**

Academic Profile

Human Resources **23%**

Law **28%**

Entrepreneurs **25%**

Administration **10%**

Other **14%**
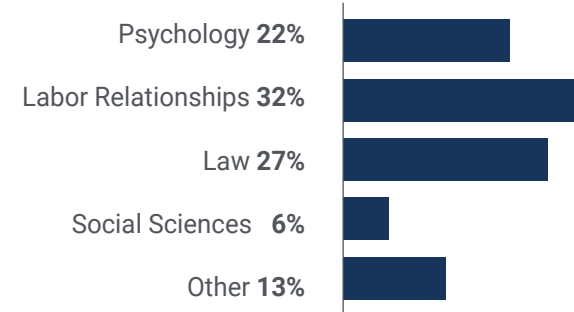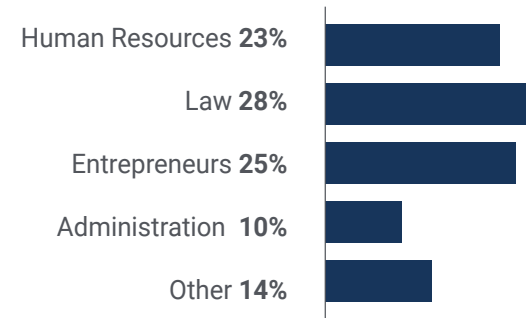
Geographical Distribution

Country	%
USA	9%
Spain	38%
Mexico	21%
Colombia	7%
Argentina	12%
Chile	5%
Peru	2%
Other	6%
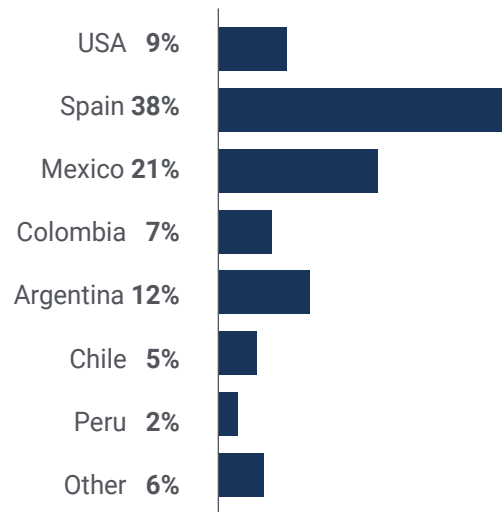
Laura Suárez

PR Technician Resources

"After quite some time looking for a program that would meet my experience expectations, a friend told me about TECH, and I decided to go with them. I am very satisfied with the quality of the training, the teachers and the syllabus. I would definitely come back to this school for further studies"

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.

Our students will be able to drastically advance their careers with this training program, although there is no doubt that in order to do so, they will have to make an investment in different areas, economic, professional and personal.

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

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 Completion of the Postgraduate Diploma in Administration and People Management will allow you to advance in your profession.

When the change occurs

During the program **11%**	During the first year **63%**	After 2 years **26%**

Type of change

Internal Promotion **47%**	
Change of Company **45%**	
Entrepreneurship **8%**	
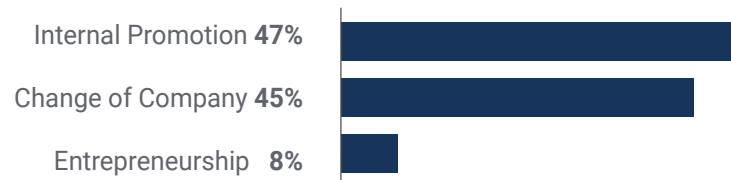
Salary increase

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

Salary before	A salary increase of	Salary after
$32,900	**25.22%**	**$41,200**

Benefits for Your Company

The Postgraduate Diploma in Administration and People Management helps to elevate the organization's talent to its maximum potential by creating high-level leaders.

Participating in this Postgraduate Diploma is a unique opportunity to access a powerful network of contacts where you can find future professional partners, clients, or suppliers.

In the digital era, executives will introduce new concepts, strategies and perspectives to the company that can bring about essential changes in human resources of the organization"

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

01

Intellectual Capital and Talent Growth

Managers will bring to the company 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 executive and opens new avenues for professional growth within the company.

03

Building agents of change

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

04

Increased international expansion possibilities

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

05

Project Development

The executive can work on a real project or develop new projects.

06

Increased competitiveness

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

Certificate

The Postgraduate Diploma in Administration and People Management guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Diploma 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 Diploma in Administration and People Management** 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 Diploma** issued by **TECH Technological University** via tracked delivery*.

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

Title: **Postgraduate Diploma in Administration and People Management**

Official Nº of Hours: **600 h.**

tech technological university

Awards the following

DIPLOMA

to

Mr./Ms. _____, with identification number _____.

For having passed and accredited the following program

POSTGRADUATE DIPLOMA

in

Administration and People Management

This is a qualification awarded by this University, equivalent to 600 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

Unique TECH Code: AFWORD23S   techtitute.com/certificates

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

Postgraduate Diploma
Administration and People Management

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

Postgraduate Diploma
Administration and People Management