



## Labor Recruitment

» Modality: online

» Duration: 6 months

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

» Target Group: **Graduates or professionals** in the fields of Human Resources, Labor Relations and Psychology who wish to deepen their knowledge in this field.

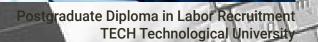
Website: www.techtitute.com/us/business-school/postgraduate-diploma/postgraduate-diploma-labor-recruitment

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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, business 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 components of the company. For this to be possible, it is essential to make a correct hiring of the organization's personnel, which benefits both the company and the workers. With this program, the student will not only be acquiring the best knowledge in the field of Labor Recruitment, but will also add an indisputable value to his resume and will pleasantly broaden his own professional horizons.









## tech 08 | Why Study at TECH?

#### 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+

200+

executives trained each year

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.



# B

#### 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 the most rigorous and up-to-date case studies in the academic community"

## Why Study at TECH? | 09 tech

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



#### **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 method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



#### **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.





## tech 12 | Why Our Program?

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



#### 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.



## 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.



### 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.



#### 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.



#### 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.



#### 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.



#### 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.

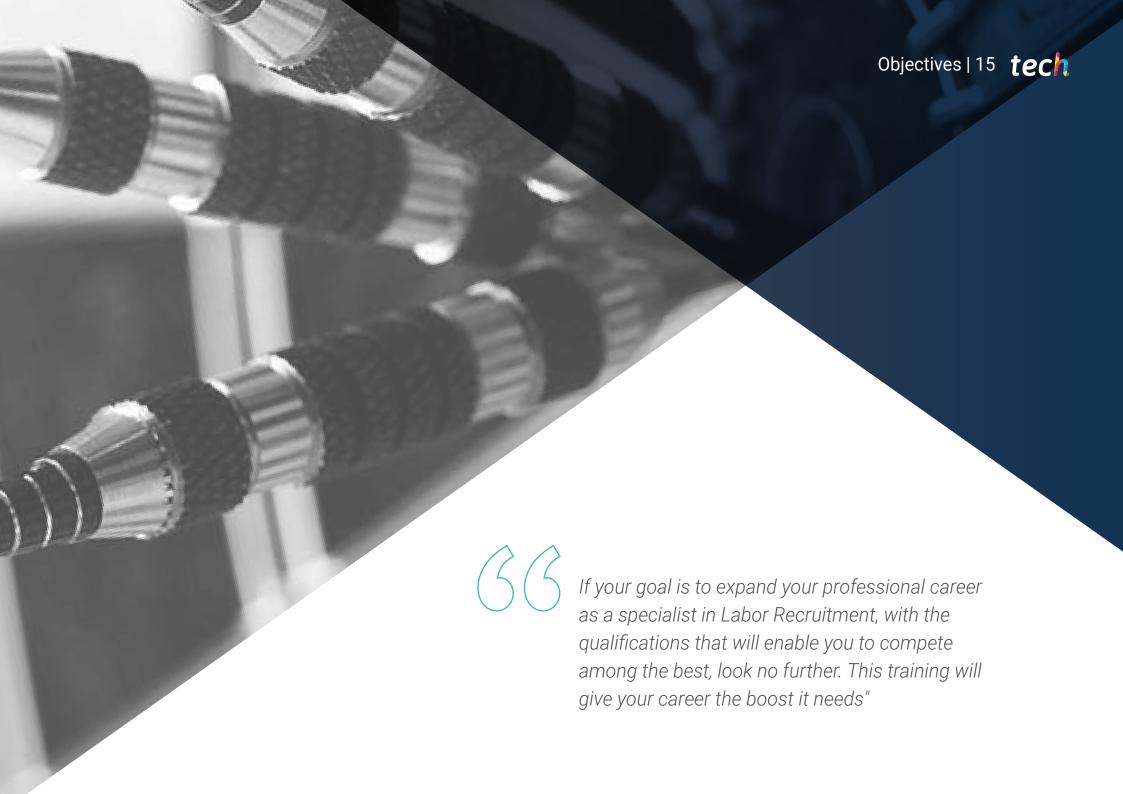


#### Be part of an exclusive community

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.





## tech 16 | Objectives

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

This **Postgraduate Diploma in Labor Recruitment** will enable students to:



Know the system of sources of labor law



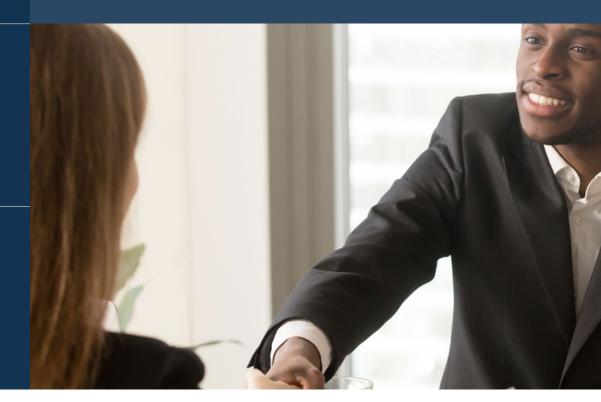
Understand the dynamics of the social assistance system



Understand and know how to apply the legal system to solve practical cases



Know the essential aspects of labor law

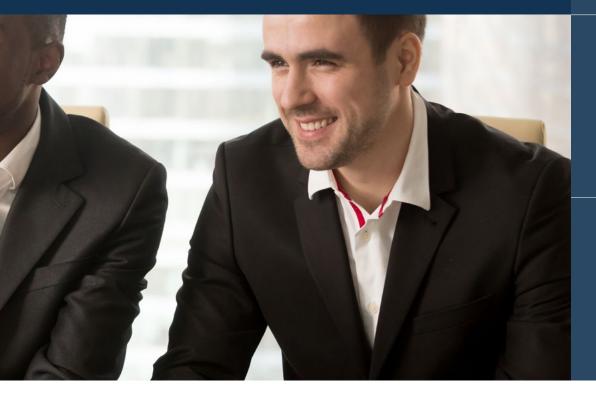




Develop skills in the use of computer systems



Ability to Handling of the materials provided through the virtual classroom





Identify the different forms of labor throughout history and in different social-political models



Recognize union policy for worker representation



Intervene in labor relations between employer and employee



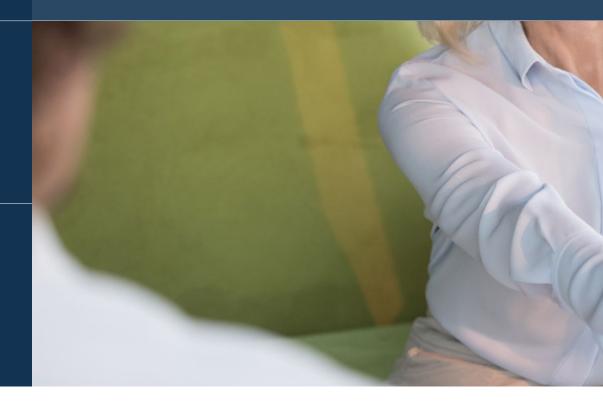
Perform wage receipts and apply the contribution elements and wage bases



Differentiate the types of contracting and contractual termination



Manage bonuses for specific groups on an equal opportunity basis

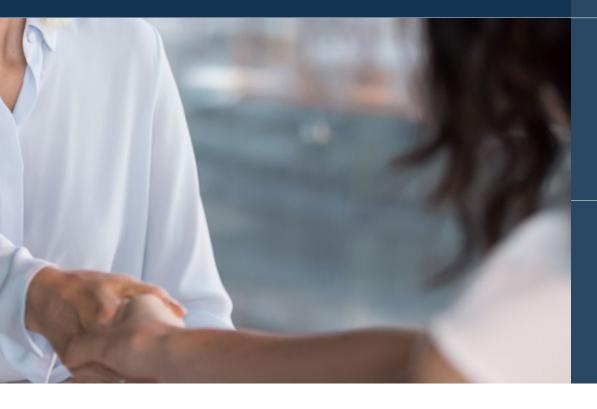




Manage and use strategies that promote work flexibility with the objective of improving work performance and productivity



Possess Knowledge and management of special labor regimes, as well as their contracting and contribution systems



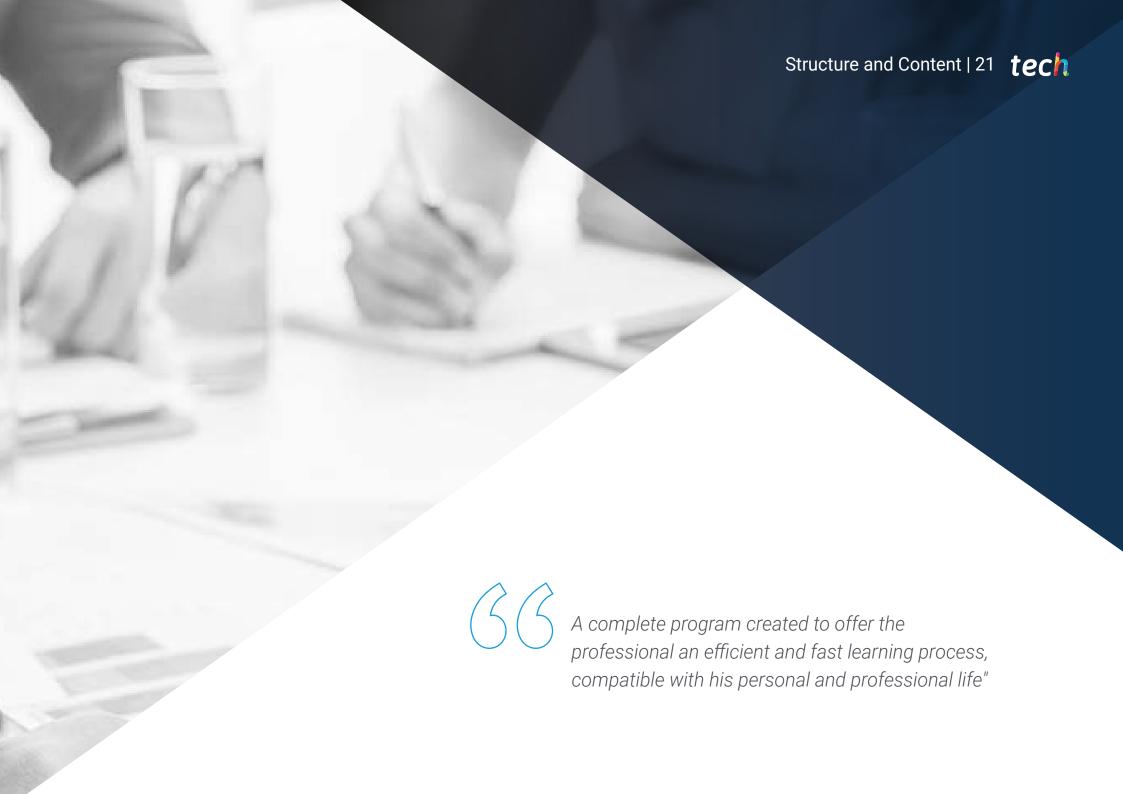
15

Have a broad knowledge and management of labor subcontracting mechanisms through the outsourcing strategy, as well as its legal limits

**16** 

Manage hiring agreements with workers in the Special Regime for Self-Employed Workers (RETA)





## tech 22 | Structure and Content

#### **Syllabus**

Currently, organizations of all sizes and sectors are becoming aware that labor recruitment is of vital importance within companies, and is also the master key to achieving the growth goals set. This is so, to a great extent, due to the union that must exist between the company and its workers.

That is why, in this Postgraduate Diploma, created by TECH professionals, students will find the definitive guide to become a true expert in Labor Recruitment and take their professional career to the next level. During the program, all the aspects that are key and fundamental to carry out a correct hiring process in companies will be brought together, taking into account both the legal aspects and the rights and duties of employees and employers.

In its first modules, the program will address several fundamental concepts for Labor Recruitment. Then it will give way to the aspects involved in the "labor relationship" to emphasize the importance of the bond that must exist between the company and its workers.

Likewise, the Postgraduate Diploma will delve into those aspects that influence labor contracts such as contracts, the functioning of social security, labor law, health measures and working hours, among others, which are directly involved in the harmony of work. All of them will be approached in depth in order to allow students to understand them on a large scale and put them into practice successfully in their daily practice.

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

Module 1. Social Security
 Module 2. Labor Relations Theory
 Module 3. Personnel Administration
 Module 4. Outsourcing Self-Employment and Special Employment Relationships



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

TECH offers the possibility of developing this Postgraduate Diploma in Labor Recruitment 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.

## tech 24 | Structure and Content

Security System

1.9.5. The System for Autonomy and Dependency Care

1.9.4. Social Services

#### Module 1. Social Security 1.2. Persons and Contingencies 1.3. Persons and Contingencies 1.1. The Constitutional Model of Social 1.4. Management and Financing part I Protection: The Social Security Protected Protected II 1.4.1. Social Security Management System 1.4.1.1. Management Entities 1.2.1. Field of Application of the System 1.3.1. Protected Situations 1.4.2. Common Services 1.2.2. Scope of Application of the General Regime 1.1.1. The Constitutional Model of Social Protection 1.3.2. Occupational Accidents and Occupational 1.4.3. Collaboration in Management Entrepreneur Registration 1.1.1.1 Measures for the Protection of Social 1.2.4. Employee Affiliation 1.3.3. The Protective Action of the Social Security Needs 1.2.4.1. Employee Terminations and System 1.1.1.2. Social Security 1.3.4. General Requirements for Entitlement to Cancellations 1.1.2. The Social Security System 1.2.4.2. Discharge Classes Contributory Benefits 1.1.2.1. Evolution of Social Security in 1.2.4.3. The Special Agreement as a Situation 1.3.5. Liability for Benefits Snain Assimilated to Registration 1.3.6. Automated Performance 1.1.2.2. System Composition 1.2.4.4. Effects of Registration, Cancellation 1.1.3. Economic and Financial Regime of Social and Communication of Employee Data Security 1.2.5. Effects of Improper Acts. 1.1.4. Social Security Management 1.8. The Health System. Portfolio of 1.5. Management and Financing part II 1.6. Economic Benefits: Subsidies and 1.7. Economic Benefits: Subsidies and Services and Medicines 1.5.1. Economic and Financial Regime of Social Pensions I Pensions II Security 1.8.1. The Health System and Social Security 1.6.1. Introduction 1.7.1. Introduction 1.5.2. General Social Security Resources 1.8.2. Evolution of the Right to Health Temporary Disability 1.7.2. Contributory Benefits 1.5.3. Social Security Contributions 1.6.3. Maternity 1.7.2.1. Permanent Disability Protection 1.5.3.1. Contribution Bases and Rates 1.6.4. Parenting 1.7.2.2. Retirement 1.8.3. Medicines and Pharmaceutical Benefits 1.5.4. Collections 1.7.2.3. Death and Survival 1.6.5. Risk during Pregnancy and 1.8.4. Insureds and Beneficiaries of the Right Breastfeeding 1.7.3. Non-contributory Benefits to Health Care 1.6.6. Care of Children Affected by Cancer or 1.7.3.1. Disability 1.8.5. Benefit Management Other Serious Illness 1.7.3.2. Retirement 1.7.4. Family Benefits 1.6.7. Unemployment 1.9. The Social Assistance System 1.10. Pension Plans and Funds: Mutual Benefit Societies 1.9.1. Delimitation of the Concept: Social Assistance 1.10.1. Introduction 1.9.2. Internal Social Security Social Assistance 1.10.2. Voluntary Improvements 1.9.3. Social Assistance outside the Social 1.10.3. Mutual Benefit Societies. Pension Plans

and Funds

Module 2. Theory of Labor Relations								
2.1. 2.1.1. 2.1.2. 2.1.3.		<b>2.2.</b> 2.2.1. 2.2.2.	Evolution of the Forms of Work Labor Relations and Labor Markets The Theory of Labor Market Segmentation and its Practices	2.3.3.	Socialism - Communism in Labor Relations  Conceptual Framework of Socialism and Communism Brief Historical Description Labor Relations under the Communist Political Framework Labor Relations under the Political Framework of Socialism	2.4.1. 2.4.2. 2.4.3.		
<b>2.5.</b> 2.5.1. 2.5.2. 2.5.3.	Trade Union Law Trade Unionism Fundamentals of Trade Union Law The Role of Collective Bargaining		Employee Representation Concept Regulatory Framework Negotiation		Institutionalism and Pluralism Conceptualization and Framing within the Theories of the State Institutionalism Pluralism	<b>2.8.</b> 2.8.1. 2.8.2.	Conceptualization	
2.9.2.	Social Policies in the International Sphere Social Policies (Convergences and Divergences) Intervention Models The Welfare State							

## tech 26 | Structure and Content

Module 3. Personnel Administration								
<b>3.1.</b> 3.1.1. 3.1.2.	Introduction to Personnel Management Human Resources in the Company Personnel Administration Management in Human Resources (HR)	<ul><li>3.2. Recruitment Modalities</li><li>3.2.1. The Work Contract</li><li>3.2.2. Types of Contracts</li><li>3.2.3. Types of Contract Termination</li></ul>	<ul><li>3.3. The Payroll Receipt I</li><li>3.3.1. Salary</li><li>3.3.2. Salary Payments</li><li>3.3.3. Extra Salary Payments</li></ul>	<ul><li>3.4. The Payroll Receipt II: Calculation</li><li>3.4.1. Payroll Structure</li><li>3.4.2. Contribution Bases</li><li>3.4.3. Payroll Accounting</li></ul>				
	The Payroll Receipt III: Deductions  Deductions Taxes Social Security Other Deduction Types	3.6. Working Hours, Vacations and Leave 3.6.1. Workday 3.6.2. Vacations 3.6.3. Work Permits 3.6.4. Disabilities	<ul><li>3.7. Taxes</li><li>3.7.1. The Tax System</li><li>3.7.2. Tax Obligations of Employees</li><li>3.7.3. Employer's Tax Obligations</li></ul>	<ul> <li>3.8. Technological Tools for Payroll Processing</li> <li>3.8.1. The ERP Concept</li> <li>3.8.2. Importance in Payroll Management</li> <li>3.8.3. Most Common Programs</li> </ul>				
3.9.2. 3.9.3.	Compensation and Benefits Compensation and Benefits Administration Benefits in Excess of the Law Emotional Salary Home Office	<ul> <li>3.10. Equal Opportunity in Personnel Administration</li> <li>3.10.1. Equal Opportunity as Part of Organizational Culture</li> <li>3.10.2. Gender Equity</li> <li>3.10.3. Social Responsibility</li> </ul>						

#### Module 4. Outsourcing Self-Employment and Special Employment Relationships

#### 4.1. Flexibility and Occupational Flexicurity

- 4.1.1. Introduction to Labor Market Rigidity and Flexibility
- 4.1.2. Flexicurity Concept
- 4.1.3. Types of Flexibility and Agreements between
- 4.1.4. Freedom of Contract

#### 4.2. Substantial Modification in Labor Relationships

- 4.2.1. Labor Relations: Basic Concepts
- 4.2.2. Substantial Changes by the Employer
- 4.2.3. Substantial Changes by the Employee

#### 4.3. Suspension of the Labor Relationship

- 4.3.1. Concept of the Suspension of the Labor Relationship
- 4.3.2. Causes and Types
- 4.3.3. Implications for Labor Regulations: Illegal Assignment of Workers

#### 4.4. Flexibility Strategies in Hiring

- 4.4.1. Part-Time Employment
- 4.4.2. Contracting on a Permanent-Discontinuous
- 4.4.3. Incorporation of Teleworking into the Workday

#### 4.5. Outsourcing

- 4.5.1. Conceptual Introduction and Operation
- 4.5.2. Regulatory Procedure





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.





## tech 30 | Methodology

## 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.





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.

## tech 32 | Methodology

#### 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.



### Methodology | 33 tech

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.



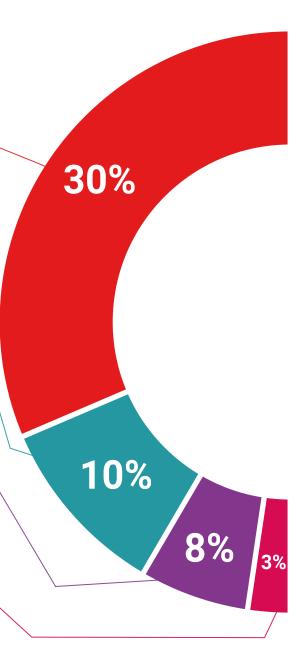
#### **Management Skills Exercises**

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.





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.

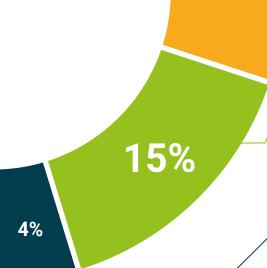


This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

#### **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.

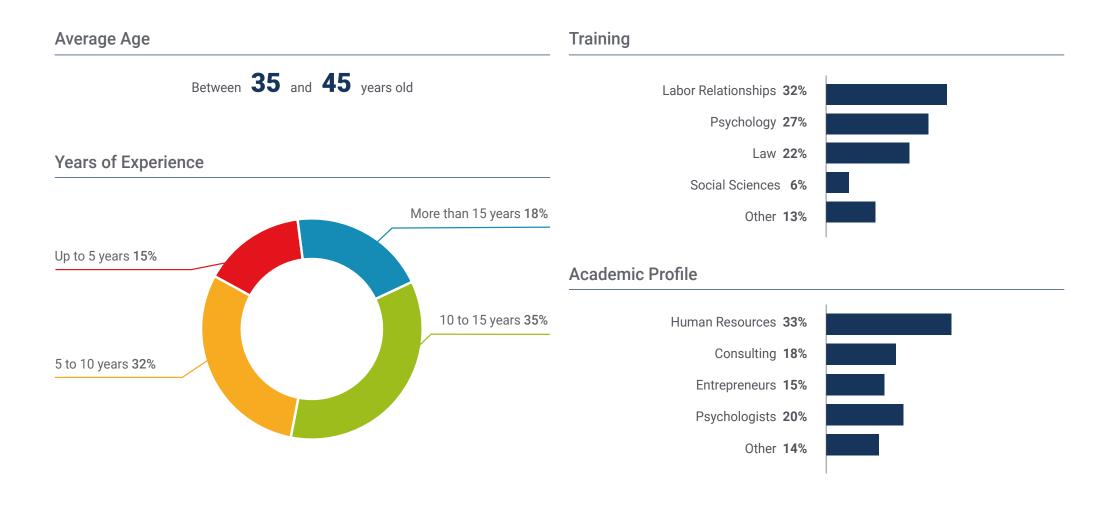




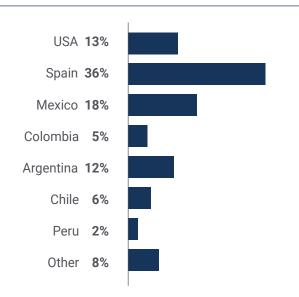
30%







### **Geographical Distribution**





# Mariana Delgado

Responsible of Human Resources

"Thanks to this Postgraduate Diploma I have updated my knowledge in Labor Recruitment. I am completely confident that programs like this will continue to help me grow in my career and consolidate me as a professional of excellence in the Human Resources sector"





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

The student will take an important step towards professional growth by studying this qualification, as he/she will be able to distinguish him/herself from other Human Resources or business professionals who have not invested the time and effort required to have advanced competencies in Labor Recruitment.

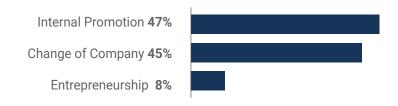
The completion of the Postgraduate Diploma in Labor Recruitment will allow you to advance in your profession.

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

#### **Time of Change**



#### Type of Change



## Salary Increase

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

\$52,000

A salary increase of

25.22%

\$65,115





## tech 46 | Benefits for Your Company

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



#### **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.



# 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.



### **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.



### Increased international expansion possibilities

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





## **Project Development**

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



## Increased competitiveness

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







## tech 50 | Certificate

This **Postgraduate Diploma in Labor Recruitment** contains the most complete and upto-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 Labor Recruitment**Official N° of Hours: **600 h.** 



<sup>\*</sup>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.



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» Exams: online

