HR Consulting

Online Certification Program

AIHR | ACADEMY TO INNOVATE HR

An overview
of what you can expect from this program

Build confidence and gain credibility in your role

Stop feeling like an imposter and start feeling like an HR operations pro! Whether you're new to HR or looking to build confidence in your daily work, the HR Coordinator Certificate Program gives you the core HR Coordinator skills to perform with confidence, gain credibility, and become the reliable professional your team can count on.

You'll learn how to run HR processes across the employee lifecycle, manage policies, prioritize work effectively, and communicate clearly — even in high-stakes or sensitive situations. You'll develop the soft skills and judgment needed to navigate real challenges, build relationships, and take ownership in your role. Get noticed for your impact and take the next step in your HR career! **XX**

	Type	Online self-paced learning
	Language	English (including subtitles)
	Duration	35 hours
	Access	12 months
	Structure	7 courses + capstone project / 21 modules
	Testing	Quizzes, assignments, capstone project
	Digital certificate upon completion (including LI token)	
	Reading materials & bonus content	
	60-day money back guarantee	

Learn in-demand skills

And take your current role to the next level

Learning objectives

☑ **Employee Lifecycle**

Master HR fundamentals across the entire employee lifecycle, from onboarding to offboarding.

☑ **HR Policies**

Learn to craft, implement, and maintain HR policies that support business needs and reduce risk.

☑ **HR Project Management**

Gain HR project management skills to manage competing demands while delivering impact.

☑ **Communication Skills**

Develop confident communication skills to represent HR effectively and build trust with stakeholders

The perfect fit for

This online training is ideal for early-career professionals in HR operations. Whether you've just landed your first HR job or are just starting out in HR operations, this program gives you the foundation to stand out and accelerate your career with confidence. You will learn to run HR operations smoothly, manage your time effectively, communicate with clarity, and become a highly valued contributor.

Curriculum structure

Practical. Comprehensive. Game changing.

4 MODULES
Mastering Business Strategy

3 MODULES
Leading Strategic Transformation
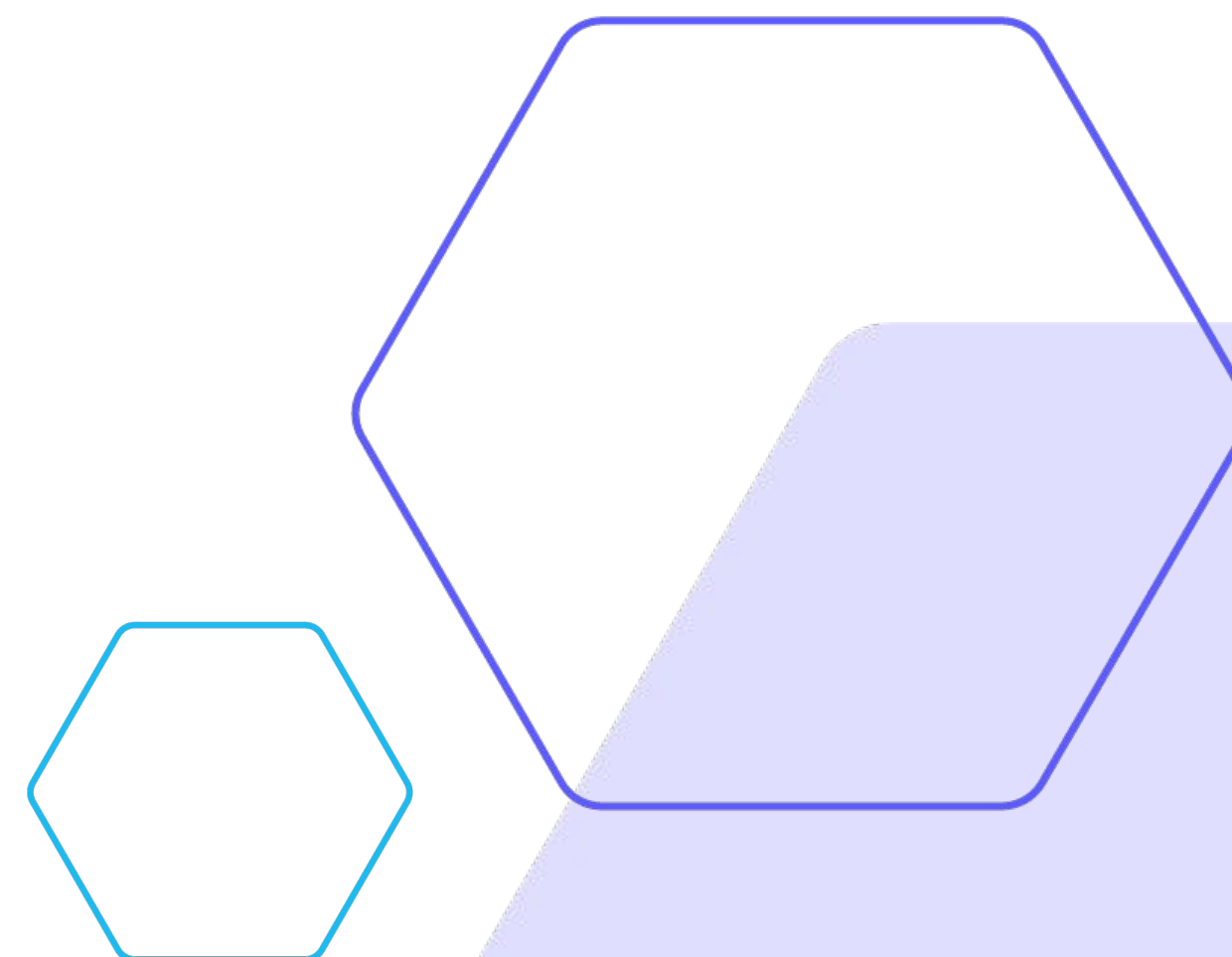
1 MODULE
HR Consulting Toolkit

3 MODULE
Demonstrating HR Value Through Metrics and Analytics

3 MODULES
Business-Driven HR Operating Models

2 MODULES
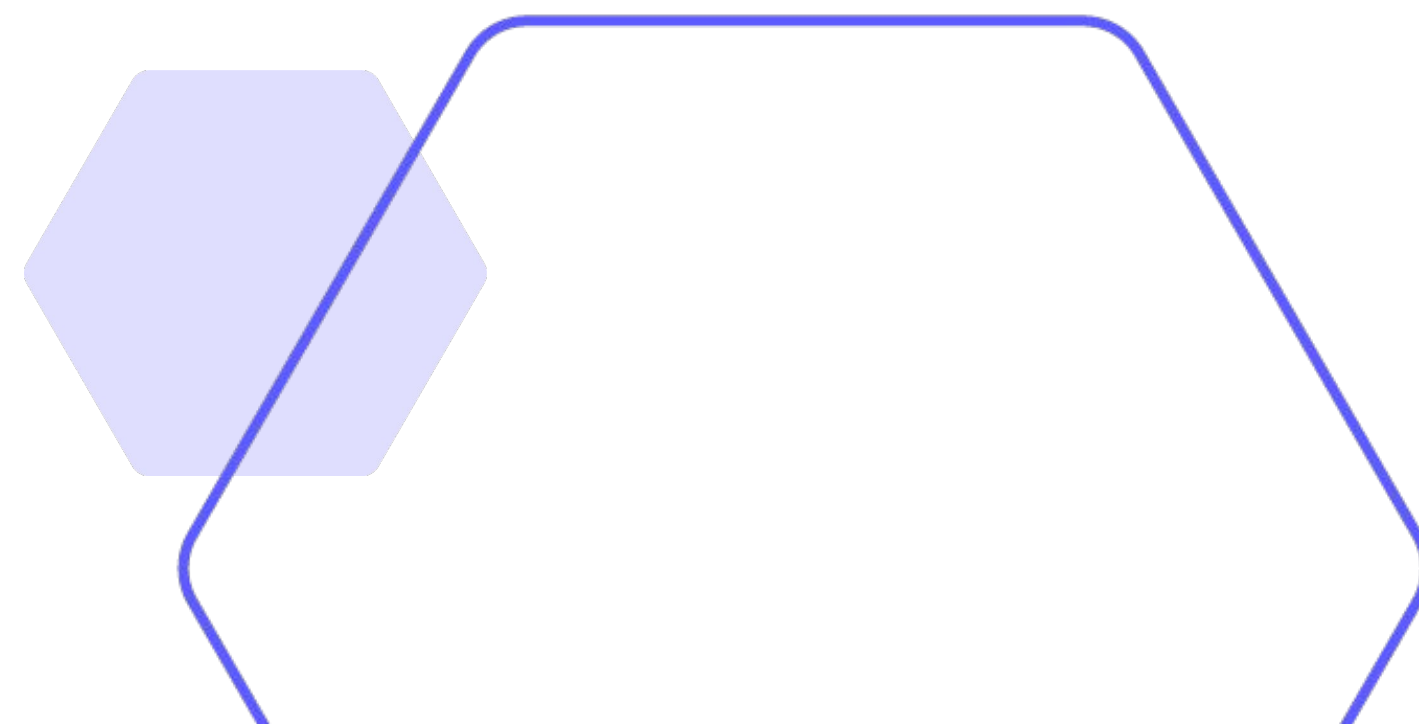**Digital Change Management**

A detailed look

at the curriculum and modules

4 MODULES

Mastering Business Strategy

Success in HR operations demands a solid foundation in HR fundamentals. Build the confidence to take decisive, independent action in handling key HR administration responsibilities. This course helps you gain essential knowledge and build the skills needed to consistently deliver exceptional results with a growth mindset. **XX**

- **HR as a Driver of Business Strategy**
- **Understanding and Shaping Business Strategy**
- **Executing Strategy for Lasting Impact**
- **Influencing without Authority**

1 MODULE

Leading Strategic Transformation

A deep understanding of the employee lifecycle is essential to running effective, high-impact HR operations. In this online course, you will learn how HR engages with people across the seven stages of the employee lifecycle, from recruitment and onboarding to performance and rewards. You will also learn how to design and implement successful HR policies for an HR playbook that influences success. **XX**

- **Scenario Planning**
- **Organizational Diagnosis**
- **HR Strategy & SWOT Analysis**
- **HR Strategic Readiness Diagnosis**
- **Strategic HR Storytelling**
- **Strategy Execution Progress**
- **HR Strategy with AI**

3 MODULES

Demonstrating HR Value Through Metrics and Analytics

You've got the role. Now it's time to feel in control! With this course, you'll get HR templates, guides, and checklists together with step-by-step guidance that helps you move from *"where do I begin?"* to *"I've got this."* Designed to help you get started with any project – from talent acquisition, onboarding, and employee relations – and deliver consistent, impressive results. **XX**

- **HR KPIs and OKRs for Measurable Impact**
- **Communicating Performance with HR Scorecards**
- **Creating a Data-Driven HR Culture**

Business-Driven HR Operating Models

HR Coordinators today are expected to navigate increasingly digital workplaces. Through this course, you will learn how to apply different thinking styles, identify key actions to achieve digital agility, and master different methods to increase your digital savviness. You will also learn how to use agile methodology to improve your HR function through digital technology. **XX**

- **Designing an Operating Model**
- **Key Factors to Consider**
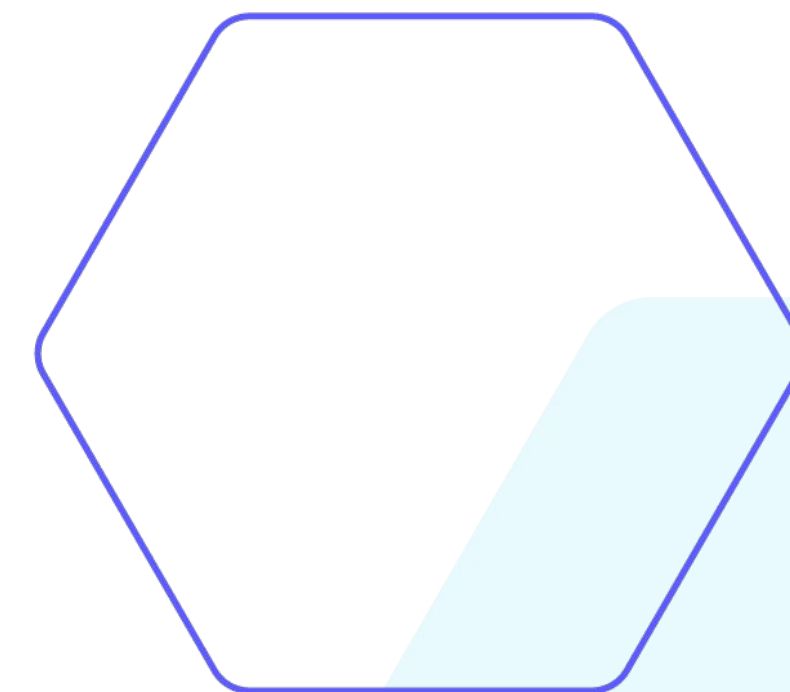- **Operating Models in Action**

Digital Change Management

HR projects drive business impact, and strong project management makes it happen. This course helps you build the essential project management skills to take ownership, drive results, and add real business value. From project scoping to stakeholder management, you'll gain practical skills to excel in every phase of a project and gain more credibility with stakeholders. **XX**

- **Models for Digital Change**
- **Building Commitment to Change**

Capstone Project

With the capstone project, you'll combine theory with practice to support a fast-growing company as it scales its sales and support teams, introduces tech-driven internal policies, and implements its first HR Information System (HRIS). The goal is to build a modern HR foundation that drives efficiency, compliance, and business growth. Successfully completing the capstone not only brings you closer to certification — it also gives you the confidence to apply your new skills with impact. **XX**

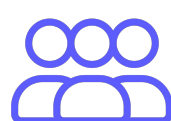# Proven online learning
for Human Resources Professionals

🌐 Real-world projects

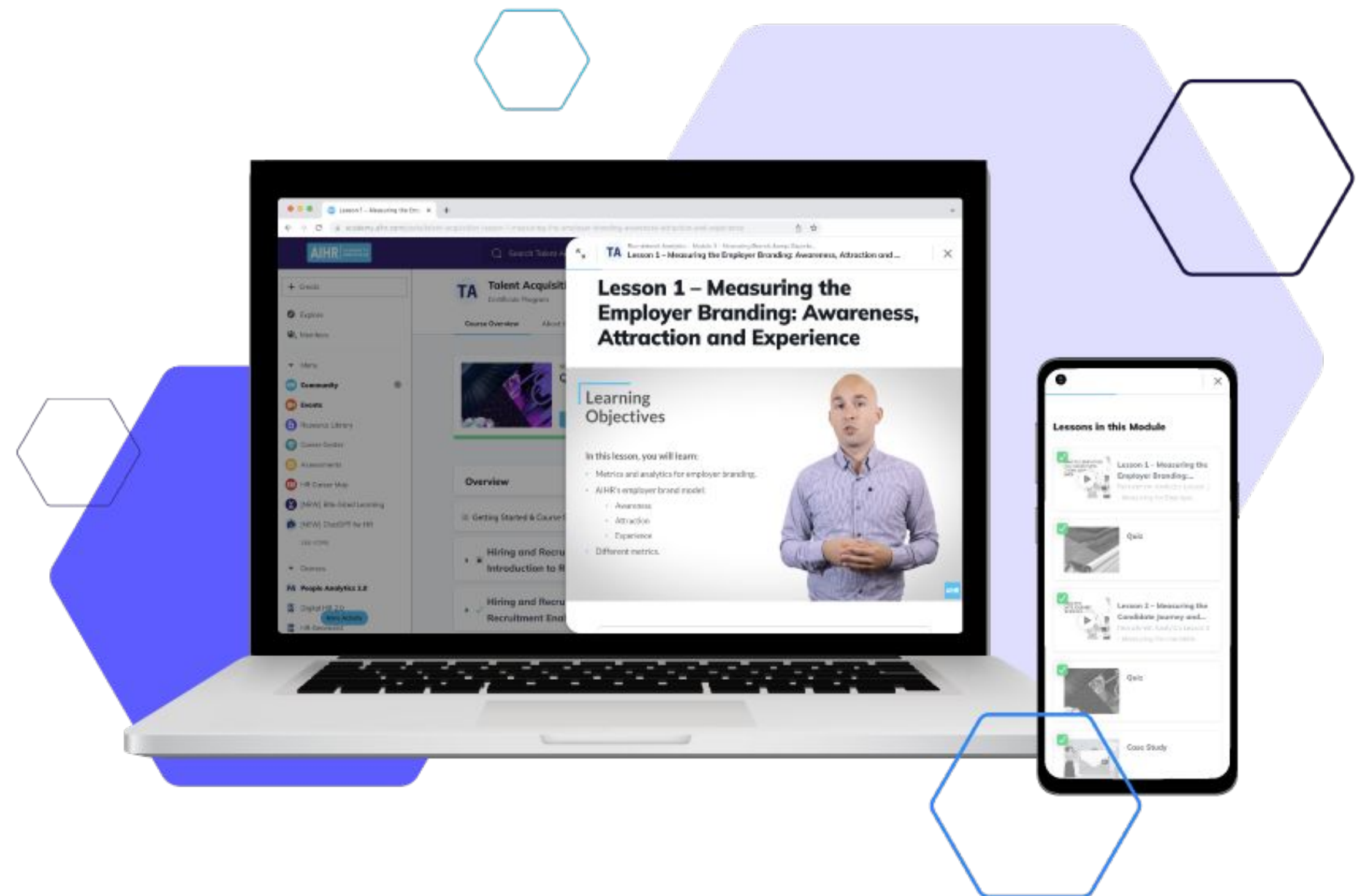Develop practical skills through working on real-world projects and studying dozens of inspiring case studies

💻 Self-paced online learning

Learn anywhere, anytime, and at your own pace with our fully online training programs. Including a smartphone app.

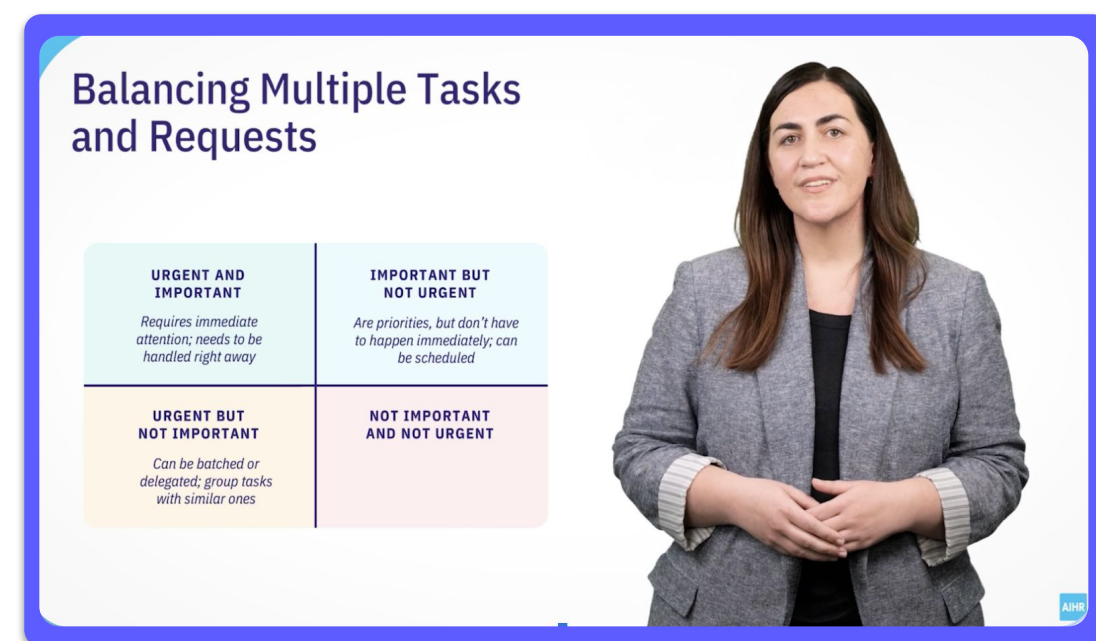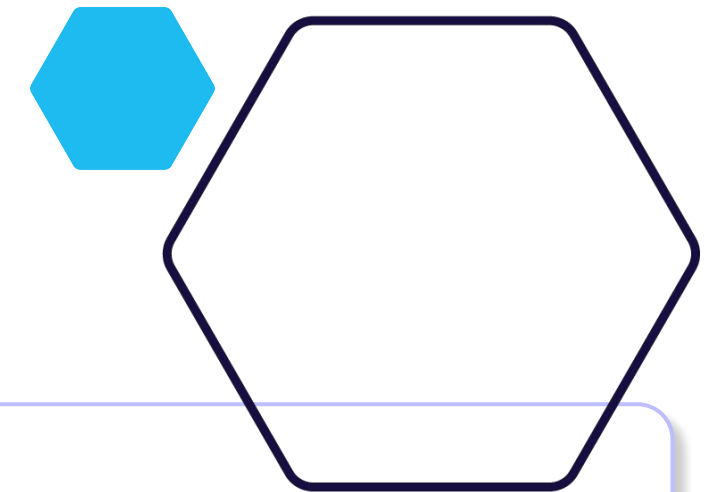### 👥 Practitioner community & coach

Collaborate with HR professionals from around the world or contact your personal coach if you need any assistance or input.

AIHR is an approved provider with the HR Certification Institute (HRCI®), a pre-approved provider with the Human Resources Professional Association (HRPA), and recognized by the Society for Human Resource Management (SHRM)
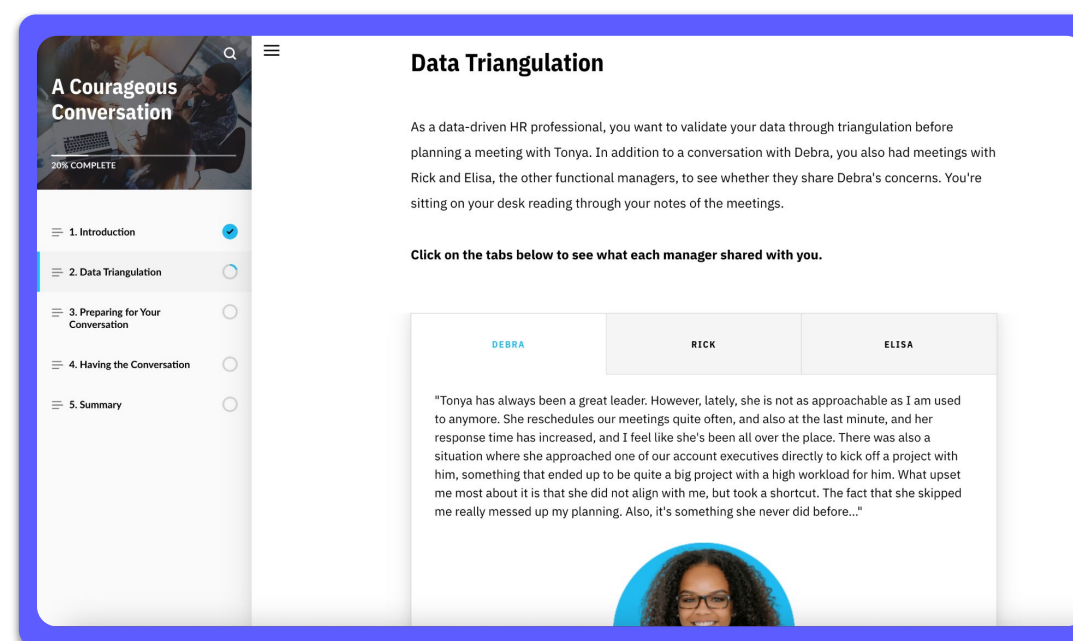
Get a sneak peek

of lessons and course materials

Engaging video lessons

Learn at your own pace with bite-sized, pre-recorded lessons by leading HR experts.

Watch preview lessons

Interactive activities

Turn your new knowledge into practical skills with a range of practical activities.

Do the activity

Downloadable templates

Save time and effort with a library of grab-and-go templates, guides, checklists, and more.

Tour the library

Grow your skill set

Enroll today

✓ Go to **www.AIHR.com**

✓ Select your program and click the Enroll button

✓ Fill out your (company) billing address and payment details

✓ Create your student account

✓ Happy learning!

CERTIFICATE OF COMPLETION
ACADEMY TO INNOVATE HR

John Doe

Meets the requirements to have the designation

Certified HR Coordinator

Eligible for (re)certification credits with:

Erik van Vulpen
Dean of the Academy to Innovate HR
Date issued: June 4, 2025
ID: AIHR-14ucajp1v5

★★★★⯨

Customers give us an average rating of 8.9 out of 10.

AIHR is the place to learn the skills you need to advance your career and remain relevant in the ever-changing digital human resources landscape. We offer the most comprehensive curriculum of HR courses and certifications available worldwide and are a proud supplier of over 175 Fortune Global 500 companies.

NIKE · HEINEKEN · PHILIPS · McKinsey &Company · TARGET · TATA

UBS · McDonald's · Bank of America Merrill Lynch · BCG · BOSCH · UNDER ARMOUR

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