



# IHRM

## International HR Management

International HR Management (IHRM) is a world-class HR management training program of SHRM, the world's largest HR association

PACE School of Human Resources Management, a member of PACE Institute of Management, is the only authorized partner of SHRM in Vietnam to deliver SHRM's world-class human resource management programs in Vietnam.

Exclusively delivered by  
PACE Institute of Management  
in Vietnam

**PACE**  
INSTITUTE OF MANAGEMENT

IN PARTNERSHIP WITH  
**SHRM**<sup>®</sup>  
BETTER WORKPLACES  
BETTER WORLD™



HR is not about HR. HR begins  
and ends with the business.

*- David Ulrich -*

## About SHRM

- SHRM is the world's largest and the most influential HR membership organization devoted to human resources management with more than 340,000 members in over 180 countries.
- For nearly seven decades, SHRM has played an instrumental part in establishing global standards on HRM and shaping the future for HR professionals around the world. HR professionals worldwide look to SHRM for comprehensive information and tools to help them perform effectively at their jobs, to develop their careers, and to partner strategically with employers.
- 93% of today's Fortune 500 companies have employed HR leaders who are SHRM members.
- SHRM Competency Model® and SHRM BASK are the most widely referenced and used model in the world to provide a scientific basis for HR training and development.
- SHRM Library is the world's largest library of human resources and human resources management.
- HR Magazine published by SHRM and circulated around the world, recognized as the largest and the most influential global HR magazine.
- The Annual SHRM Conference is the largest, oldest, the most influential and joined by most of the HR professionals. Every year, there are approximately 20,000 people working in the human resources from more than 100 countries participating in this annual conference in the United States.

## **PACE INSTITUTE OF MANAGEMENT**

The only authorized partner of SHRM in Vietnam

PACE Institute of Management, with the mission of "Leadership Development & Expert Training", has contributed to the development of thousands of leaders and experts for the business community.

With the desire to further strengthen the internationalization of human resource management as well as human resource training and development standards in Vietnam, PACE Institute of Management has established **PACE School of Human Resources Management (PACE-SHR)**, and has become **the only authorized of SHRM in Vietnam** since 2015.

Then, **The International Human Resource Management (IHRM)** is offered to Vietnamese HR professionals based on the SHRM Competency Model® and SHRM BASK to help the HR executives empower themselves with the latest knowledge as well as relevant tools and methods of human resource management aligned with international standards.



## International HR Management

*Based on the Body of Competency and Knowledge (SHRM BASK) framework,  
a global standard of SHRM in the United States.*

### FROM THE REVOLUTION OF HR MANAGEMENT ...

In today's business landscape, business leaders and entrepreneurs are facing increasing integration and globalization coupled with the knowledge-based economy, the digital revolution and the fourth industrial revolution. Many organizations are experiencing unprecedented competition, unpredictable change and uncertainty around the world. HR evolves to meet business needs. In that context, the role of HR also needs to be redefined in order to contribute to the business development and the HR profession to a higher level. Increasingly, business leaders understand that effective people management is a strategic imperative. As a result, employers expect HR professionals to demonstrate, in addition to a thorough knowledge of HR concepts and requirements, the behavioral competencies required to effectively apply that knowledge in the modern workplace in support of organizational goals.

Today's HR executives are no longer expected to perform basic human resource functions but also to undertake more important leadership roles to contribute more to the strategic direction and development of their organizations. A number of pressing issues in the new context are set for today's HR

professionals such as: How to retain and treat talented people? How to develop a succession management team meeting the requirements of development and integration? How to build a corporate culture that is likely to attract talented people to participate in and make long term contribution to the business?

Human resource is therefore the key to improving efficiency as well as creating competitive advantage in the organization. High-performing HR executives need thorough knowledge, effective methods and tools that are relevant to Vietnam's context and aligned with global standards.

### ...TO IHRM

To address the needs of Vietnam's HR professionals, PACE is offering SHRM's world-class program based on SHRM BASK, the highly-regarded global HR standard:

### International Human Resource Management (IHRM)

#### The purpose of IHRM Program

is to internationalize the human  
resource management capabilities of  
HR in Vietnam.

# THE IHRM PROGRAM

## PARTICIPANTS

This program is for those who are:

- Currently working in human resources management in local and foreign enterprises.
- Wishing to internationalize their capacity in human resource management aligned with global standards.
- Able to read and understand learning documents in English.

## LANGUAGE & LEARNING MATERIALS

- The program will be delivered in Vietnamese or English (depending on the case).
- Learning materials and reference books: 100% in English.

## FORMAT & DURATION

- Learning Format: 18 in-person sessions + 2 review and exam-preparation sessions with instructors, delivered either in the classroom or via LiveLearning.
- Duration of training sessions (9 days, equivalent to 18 sessions + 2 review and exam-preparation sessions with instructors, 3 hours per session) does not include self-study of participants.

## INSTRUCTORS

The program instructors are experts in human resource management with global experience and local insights. They have obtained SHRM-SCP certification and certified by SHRM and PACE to deliver the program in Vietnam.

## TRAINING & LEARNING OBJECTIVES

### For participants

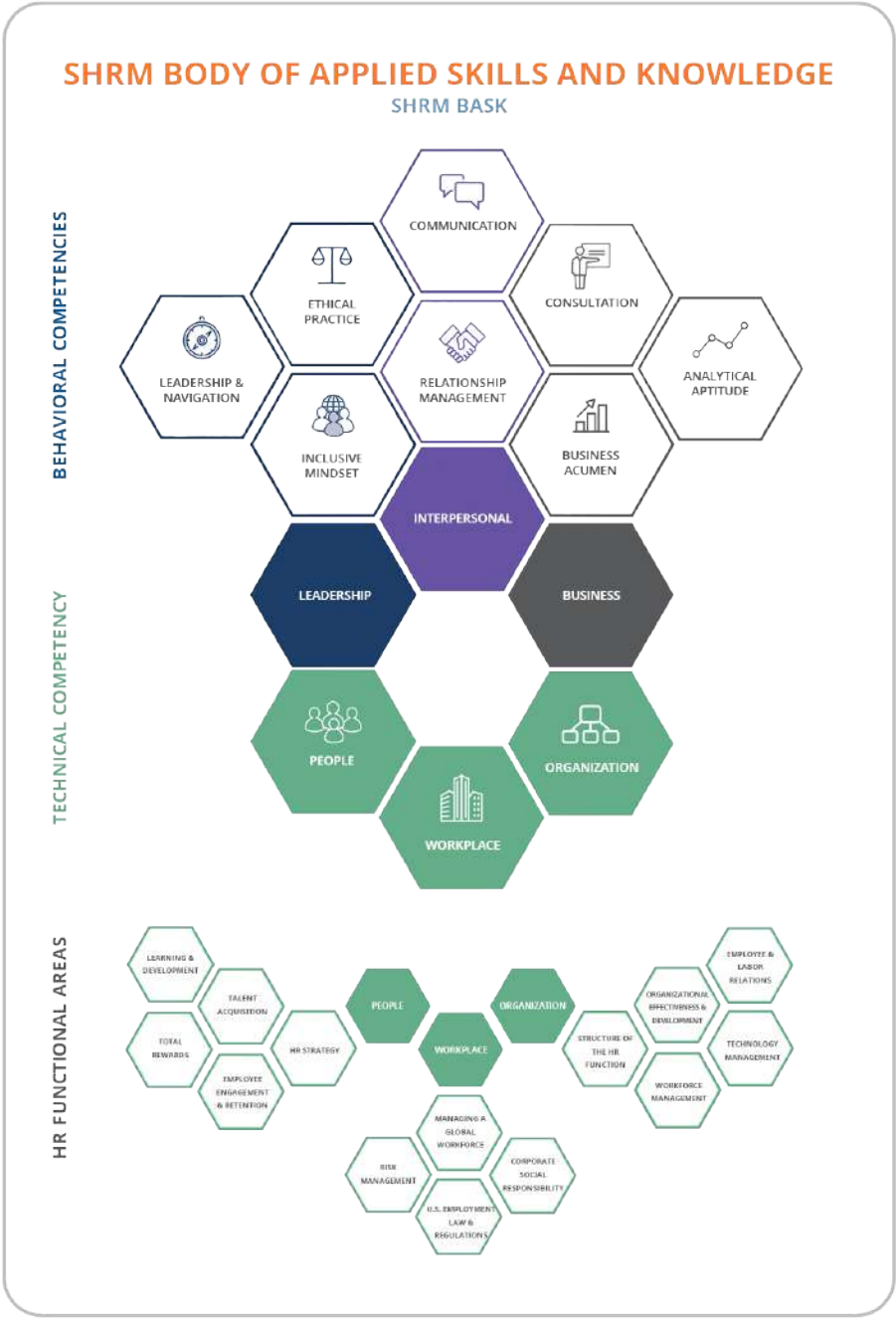
- To understand the HR career and career standards for the HR professionals.
- To understand the competency standards and adding more HR knowledge to the HR team.
- To know how to fulfill human resource responsibilities and contribute to building a high-performing human resource management system.
- To gain access SHRM Certification Prep System<sup>®</sup> integrated on SHRM's global network.
- Trained by experienced instructors who have been certified by SHRM.
- To have the opportunity to share, reflect, and learn with other colleagues.

### To employers

- To build human resources strategy, and operate a more standardized and effective human resource management system.
- To manage and develop human resources more successfully to execute the organizational strategy and contribute to the sustainable development of the business.
- To contribute to building a high-standard working environment and turn the business into a desired workplace that creates a competitive advantage in the labor market.

# CONTENT OUTLINES

The **IHRM program** is based on the SHRM BASK, the one single, comprehensive testing framework giving qualified professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them.



To develop the capacity of HR professionals, SHRM has conducted a program of research involving thousands of HR professionals to identify the critical competencies needed for success as an HR professional. This research led to the development of the SHRM Competency Model®, which defines **three clusters of key behavioral competencies** and **three domains of technical competencies**. The SHRM Competency Model® provides HR professionals with a comprehensive roadmap for developing the capabilities they need to advance their careers and improve their effectiveness in the workplace.

BEHAVIORAL COMPETENCIES

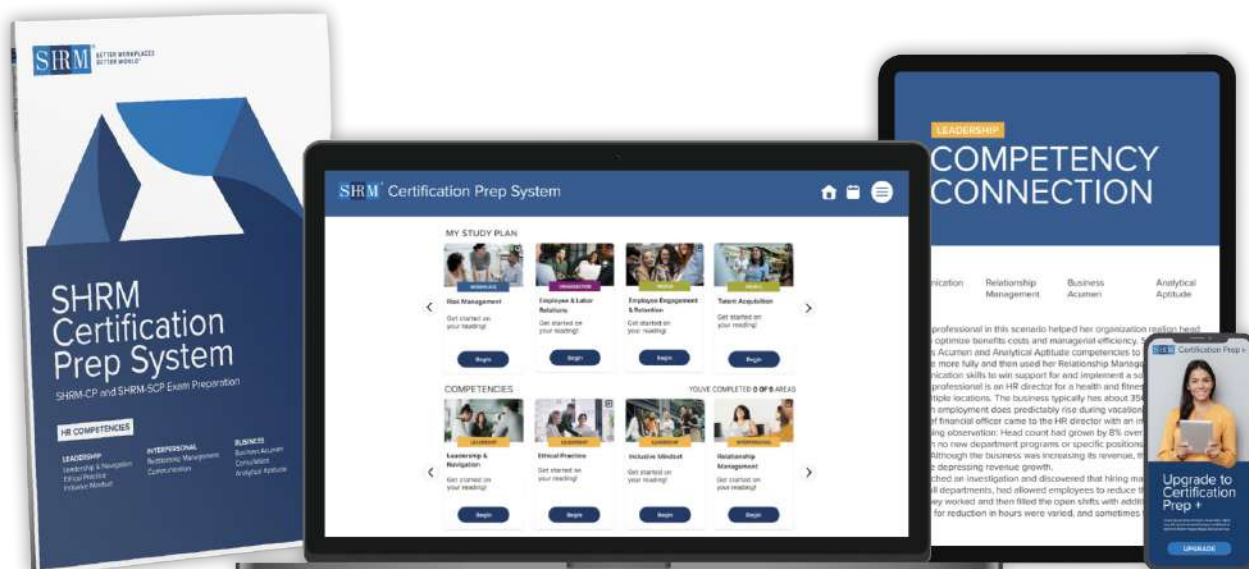
| # | Including 8 Behavioral Competencies |                           |                                                                                                                                                                                       |
|---|-------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Leadership                          | Leadership and Navigation | The ability to direct and contribute to initiatives and processes within the organization                                                                                             |
|   |                                     | Ethical Practice          | The ability to integrate core values, integrity, and accountability throughout all organizational and business practices                                                              |
|   |                                     | Inclusive Mindset         | The ability to create a work environment where individuals are treated fairly and with respect, and can use their abilities and qualities to contribute to the organization's success |
| 2 | Business                            | Business Acumen           | The ability to understand and apply information with which to contribute to the organization's strategic plan                                                                         |
|   |                                     | Consultation              | The ability to provide guidance to organizational stakeholders                                                                                                                        |
|   |                                     | Analytical Aptitude       | The ability to collect and analyze qualitative and quantitative data                                                                                                                  |
| 3 | Interpersonal                       | Relationship Management   | The ability to manage interactions to provide service and to support the organization                                                                                                 |
|   |                                     | Communication             | The ability to effectively exchange information with stakeholders                                                                                                                     |

TECHNICAL COMPETENCIES

| # | Technical Competencies (including 14 functional areas of HR) |                                                                                                                                                                               |
|---|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | People                                                       | 1. HR Strategy<br>2. Talent Acquisition<br>3. Employee Engagement<br>4. Learning and Development<br>5. Total Rewards                                                          |
| 2 | Organization                                                 | 6. Structure of the HR function<br>7. Organizational Effectiveness and Development<br>8. Workforce Management<br>9. Employee and Labor Relations<br>10. Technology Management |
| 3 | Workplace                                                    | 11. HR in the Global Context<br>12. Risk Management<br>13. Corporate Social Responsibility<br>14. US Employment Law and Regulations (*For U.S test participants only)         |

## SHRM CERTIFICATION PREP SYSTEM®

Participants of the IHRM program will be provided with the access to the SHRM Certification Prep System® - with interactive study tools, providing a comprehensive program that reflects the SHRM BASK. It features the most up-to-date and relevant study materials available today, including SmartStudy tools, learning modules in print or e-reader formats and extensive multimedia online resources accessible via mobile devices. This SHRM Certification Prep System® is highly valued and used by HR professionals around the world.



## Certificate

Participants will be provided a certificate by PACE Institute of Management after attending and completing at least 70% of the training program.

## SHRM Certification Prep+

- Participants are encouraged to obtain SHRM Certification Prep+, a global HR professional credential awarded by SHRM. To achieve these SHRM credentials, participants need to take an international exam.
- For more information about SHRM Certification Prep+ exams, please refer to the information on the next page and/or contact our Learning & Development Consultants of PACE as stated at the end of this brochure.

# SHRM® CERTIFICATION PREP+

## SHRM-CP™ AND SHRM-SCP™

In the HR field, the best way to become a globally recognized professional in the HR field is to obtain the **SHRM Certification Prep+**.

- SHRM-CP (SHRM Certified Professional): for HR professionals who are primarily engaged in operational roles.
- SHRM-SCP (SHRM Senior Certified Professional): for HR professionals at a senior level who operate primarily in a strategic role.

Participants will register the exam with SHRM and make direct payment to SHRM. Below are the SHRM-CP / SHRM-SCP exam fees:

*SHRM Certification Prep+ are the most recognized global standard in HR profession. These professional credentials prove your world-class competencies in the field of HR to ensure success in today's demanding business environment.*

| FEE TYPE                        | MEMBER                                                                 |          | NON-MEMBER |          |
|---------------------------------|------------------------------------------------------------------------|----------|------------|----------|
|                                 | Early Bird                                                             | Standard | Early Bird | Standard |
| SHRM-CP® & SHRM-SCP® Exam Fee   | \$350                                                                  | \$399    | \$450      | \$499    |
| Transfer Exam Fee               | \$150                                                                  |          |            |          |
| Reset Fee                       | \$100                                                                  |          |            |          |
| Cancellation / Rescheduling Fee | \$45: 30 days prior to exam date<br>\$60: 5-29 days prior to exam date |          |            |          |
| Results Review Fee              | \$100                                                                  |          |            |          |

### SHRM Certification Prep System® 2026

The most trusted HR certification preparation tool is now available to prepare professionals for the SHRM-CP/ SHRM-SCP exams.

The SHRM Certification Prep System® features the latest technology, including SmartStudy tools, learning modules in print or e-reader formats and online resources accessible via mobile devices. It has been and will continue to be the #1 HR certification preparation program, trusted by HR professionals around the globe.

Founded in 2001, PACE is one of Vietnam's most influential management institutes. For more than 25 years, PACE has helped advance modern management practices in Vietnam - strengthening leadership capacity, elevating governance standards, and expanding organizations' global outlook. PACE is also the first school for business leaders in Vietnam.

**PACE is a trusted partner in transforming leaders, teams, and organizations to achieve breakthrough and sustainable performance in an ever-changing world.**

## PACE's 3 Core Solutions to relize its mission:

- 1 PACE Training
- 2 PACE Consulting
- 3 PACE Books

PACE ecosystem **includes 8 affiliated schools, 8 member companies, and 8 global partners**, aligned across three integrated pillars: Training, Consulting, and Publishing. Together, they cover eight core disciplines of management: General Management, HR Management, Financial Management, Marketing Management, Sales Management, Production Management, Supply Chain Management, and Project Management.

PACE also advances its mission through **PACE NPOs**, a long-term portfolio of non-profit educational initiatives launched in 2007, designed to deliver comprehensive and meaningful impact.



The quality of a leader is reflected in  
the standards they set for themselves.

*- Ray Kroc -*

BE AN  
HR PROFESSIONAL  
WITH GLOBAL STANDARDS  
AND A PIONEER IN ESTABLISHING  
GLOBAL STANDARDS  
FOR THE HR PROFESSION  
IN VIETNAM!

**PACE Building**

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Cau Ong Lanh Ward, Ho Chi Minh City  
*(former District 1, Ho Chi Minh City)*

**PACE Building**

341 Nguyen Trai Street  
Cau Ong Lanh Ward, Ho Chi Minh City  
*(former District 1, Ho Chi Minh City)*

**Hanoi Office**

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