

Get into Personal & HR



Introduction

HR training (human resources), is a vital part of gaining entry to the personnel department. Unlike other HR training courses, ours is flexible, giving you the opportunity to continue your training at a time and in a place which suits you and your family.

You'll look at the importance of the personnel department, methods of recruitment and applying for jobs, legal responsibilities for interviewers, preparations for new employees, the need for training, contracts of employment and the rules of disciplinary action.

As the field of human resources management is undergoing significant transformation, HR management is the key of organizational systems to ensure that human talent is effectively and efficiently accomplishing organizational goals.

Target Audience

This course is ideally suited for managers, supervisors and HR personnel and staff who wants to enhance their human resource management skills.

Course Objectives

At the completion of this workshop, participants will be expected to know and understand:

- The latest trends in the human resource field and the changing role of the human resource professional.
- How to write job specifications and identify core competencies.
- Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
- How to get employees off to a good start.
- How to deal with compensation and benefits.
- How to maintain healthy employee relations.
- How to make performance appraisals a cooperative

Course Contents

- Module 1: Changing Nature of Human Resource Management
- Module 2: Staffing: Strategic Approach to Recruiting
- Module 3: Performance Management and Appraisal
- Module 4: Training and Developing Human Resources
- Module 5: Labor Relations
- Module 6: Compensation and Benefits
- Module 7: Employee Health and Safety Management
- Module 8: Rights Affecting the Employment Relationship
- Module 9: HR Policies, Procedures and Rules