

Human Resources Management (10 Days)

Course Description

Globalization, technological change and hyper competition and their impact on strategic management and organization are widely discussed within the scientific community. In this course, participants will gain insight into special fields of Human Resources Management (HRM). They will get a deeper comprehension about the strategies and structures of the company concerning HR policies and how to deal with. They will be enabled for a better understanding of leading and motivating people.

Course Objectives

- Being familiar with the best practices for managing performance and creating compensation
- Apply the functions of recruitment and selection and follow the main steps in attracting and hiring qualified candidates.
- Learning how to analyze HR issues and develop action plans
- Understanding the main functions in HRM

Who Should Attend?

- HR Managers
- Supervisors
- Executives
- Anyone involved in HR planning
- Anyone who is or will be responsible for human resources management

Program Schedule

DAY 1

- Definitions and objectives of HRM
- Characteristics of effective HR management
- The Role of HR
- A useful historical review of personnel/HR
- HR's role in today's workplace and beyond
- HR as a strategic business partner
- Organizational and external trends and challenges

DAY 2

- The HR Function
- Key functional HR tasks in any organization
- HR functional responsibilities in small, midsize and large organizations
- How HR relates to non-HR functions
- HR, non-HR and shared employee-related functional activities
- HR trends and challenges

- Examples of HR organization charts

DAY 3

- Organizational and Employee Development
- Respective responsibilities
- Career development
- Succession planning
- Trends and challenges in organizational and employee development
- Employee retention strategies
- Types of employee training
- Identification of training needs
- Design and delivery of training
- Effectiveness of delivery methods
- Evaluation of training effectiveness
- levels of training evaluation

DAY 4

- Legal Responsibilities
- HR and managerial legal responsibilities
- Employment-related federal legislation
- Legal terms and their impact
- Questions and categories to avoid during the employment process
- Legal trends and challenges
- Automatically unfair dismissal
- Compensation - current developments
- Rights of representation
- Disciplinary procedures
- A fair disciplinary procedure
- Understanding the new legislation
- Dealing with conduct and capability

DAY 5

- Employees' rights
- Managing attendance
- The legal dimension
- Procedure for dealing with long-term absence
- Return to work interviews
- Medical certificates
- Unfair dismissal
- Types of dismissal

DAY 6

- Common law rights
- Defining employment status
- Agency workers
- Contractors' staff

- How Employment Tribunals determine status
- Managing agency workers, contractors and self-employed
- Employment Equality
- Age discrimination

DAY 7

- Overview of competency theory
- Types of competencies
- The importance of competencies
- Performance Management
- Objectives of performance management systems
- Performance management components and guidelines
- Respective roles among HR, managers and employees
- Performance management meetings: preparation, action plan, pitfalls
- Varied approaches to performance management
- Emerging performance management trends

DAY 8

- Coaching and counseling
- Your role and the role of others
- Key skills of an effective coach
- A structured approach to coaching
- Management of self and time
- Understanding how well you use your time
- Identifying your key result areas
- Prioritizing your activities
- Planning and scheduling your work

DAY 9

- Top tips on time management
- Effective management of meetings
- Preparing for the meeting
- Facilitating the meeting
- Managing the follow-up
- A checklist on meeting skills
- The legal framework
- Statutory employment rights

DAY 10

- The Employment Process
- Key issues of employment concern for HR practitioners
- Matching applicants with job requirements and responsibilities
- Selection criteria, questioning techniques and background research
- Orientation and assimilation
- Current employment-related trends and challenges
- Critical learning points

- Conclusion