

Course : Human Resource Management
Site : TBD
Duration : Half day baseline assessment visit
8 hours x 1 day Classroom training
3 x Half days consultancy visits + Measuring KPI

Delivery methods

- Self-discovery and critique
- Group exploration and facilitator led discussions
- Practical exercises
- Best practice theory exploration
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Course Objectives

By the end of this training course, participants will be able to:

Paradigms and change

- Understand what is a paradigm
- Understand what is organizational culture
- Understand why organizational culture is important
- Understand types of resistance to change
- Understand the process of change

The importance of good HR management

- Understand the importance of effective HR management

HR lifecycle – Recruitment

- Understand how to evaluate HR needs
- Understand the HR Life Cycle
- Understand factors that need to be considered for recruitment
- Understand good and fair practices in recruitment

HR lifecycle – Motivation

- The various elements that need to be present in an enterprise for employee motivation
- How to bring in these processes in the enterprise

- How to manage grievances
- Key measures of employee morale

Training and Skill Development

- Understand the importance of training for developing and retaining skilled employees
- Understand the importance of multi-skilling
- Develop skill maps and training plans for your workforce
- Understand how to manage poor performance

Managing Poor Performance

- Common causes of poor performance
- Key principles in managing poor performance
- Procedures for managing poor performance

HR Lifecycle – Separation and Transfer

- Understand the terminating phase of the HR Life Cycle
- Understand types of separation & transfer
- Understand the process to be followed for all types of separation & transfer

Target audience:

All staffs including management level

Training Outline:

- **Effective workforce management**
 - STEP 1: Define strategic business objectives
 - STEP 2: Identify a suitable organizational structure
 - STEP 3: Evaluate human resource needs
 - STEP 4: Consult with workers about HR strategy and change
 - STEP 5: Adopt and implement the HR strategy
- **Factors affecting workforce management**
 - Internal Factors
 - External Factors
- **Applying the HR lifecycle – Steps in managing the workforce**
 - Recruitment
 - Staff motivation
 - Staff development & performance, Separation and transfer