



HUMAN RESOURCE MANAGEMENT

NATIONALLY RECOGNISED & INTERNATIONALLY ACCREDITED

OVERVIEW

Are you good in people management and looking to hone your skills with a Master's degree? No organization can achieve its true potential without the right talent and the key personnel to manage them. With this short course on Human Resource Management, you ensure that the right talent is hired for your company and is managed in the right way. This programme is an introduction to recruitment, selection, onboarding, performance management, compensation and all the other major areas of Human Resource.

WHAT YOU WILL ACHIEVE

Upon the completion of this course, you will be able to:

- Importance of HR Planning and Forecasting in line with Business Planning
- Identifying Recruitment and Selection strategies
- Strategic support function of Human Resources Management in an organization
- Job Analysis and Job Descriptions and how to develop these in one's own organization
- Appreciate the importance of effective Orientation as well as ongoing Training and Development
- Performance Management tools and techniques as well as skills in Positive Discipline
- Appreciation for the value of diversity in the workplace
- Value that an employee holds
- The need Exit Interviews and how to conduct them

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

WHAT YOU WILL LEARN

- The Role of Human Resources Management
- Trends in HR service and impact
- A Basic Model for Human Resource Progress-Capabilities & Relationships
- Managing HR Services
- Recruitment, Selection & Talent Management
- Training and Development
- Performance Management – Content and Delivery
- Remuneration and Compensation
- Managing Diversity
- Learning Transfer

FEE

USD2,150 / per person

Group Discount:

- 2-4 pax : 2.5%
- 5-7 pax : 5%
- 8-10 pax : 10%
- 11-13 pax : 15%
- 14-16 pax : 20%

- *****All prices are VAT inclusive.**

Fee Includes:

- 5-Day Training
- Nationally Recognized and Internationally Accredited Certificate of Completion
- Module Notes and Stationary
- Tea/Coffee Breaks
- Working Lunches

***Note:** all other expenses are to be borne by participants.