

Human Resource Management for Non-HR Managers



INTRODUCTION

The day-to-day activities of hiring, motivating and retaining employees fall heavily on the shoulders of the frontline managers. A basic understanding of the HR function can be beneficial to all managers.

This course provides an excellent overview of the most common Human Resource Management (HRM) roles, practices and tools used in virtually every business. Managers will be introduced to techniques and skills necessary to properly manage their employees. Effective HRM enables employees to contribute effectively and productively to the overall direction and the accomplishments of the goals and objectives of a company/organization.

This exciting and engaging programme will equip delegates with the essential HR Management skills they need for success in today's dynamic workplace. Delegates will learn to work closely with their HRM department to build and motivate high performance teams as they drive individual and team performance. Includes methods to develop a pathway to future requirements, evaluate and measure human performance, transform ineffective behaviour and empower people to drive overall business performance.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

This course offers the support you need to carry out your role as manager or supervisor, organised by the employee life cycle.

TRAINING OBJECTIVES

At the end of this training course, delegates will understand:

- The role and value of the HR department
- Understand the value of job descriptions and personal specifications as part of recruitment
- Analysing and applying critical skills necessary in recruitment, selection and interview processes.
- Important factors to consider when recruiting and the methods to recruit highly qualified individuals
- Apply interviewing techniques to select the right people for getting the most qualified individuals
- The value of effective orientation and induction for new employees
- Creating talent development plans and career paths
- Empowering staff and drive performance through coaching, mentoring and motivation.
- Develop positive performance appraisal systems
- Provide constructive feedback to improve performance and personal commitment
- Use performance counselling and disciplinary procedures
- Promote learning and development, ensure career growth through continuous training.
- Analysing training needs, creating programs which produce higher performance and better business results.
- Understanding diversity, the different forms it can take and positively embracing diversity
- Disciplinary concepts and procedures; including Basic Labour Legislation and Conducting a Disciplinary Hearing.

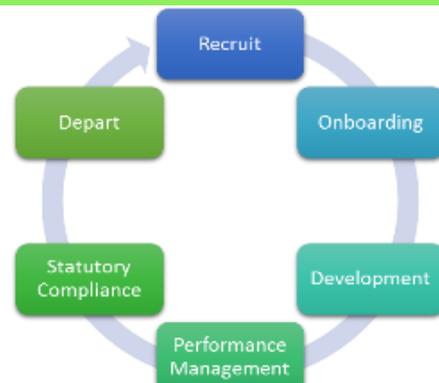
WHO SHOULD ATTEND?

This course is designed for:

- All managers and supervisors
- People looking to improve their skills, or those being considered for advancement
- HR Managers who have not received any proper HR training
- HR Coordinators, Officers, and Assistants
- Administrative, Operation, Finance and Program Managers and Officers
- Maintenance Planners
- Key Operations Supervisors
- Supervision from other related areas such as Operations, Warehouse and Housekeeping

Course Duration: 2 Days

SAAMA Accredited: 2 CPD Points



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