



Institute for Capacity Development (ICD)

Suite 3B, Third Floor| Capital Centre Building, Werner List Street| P O Box 10193, Khomasdal, Windhoek, Namibia|
Phone: +264-61-401445 |Cell: +264816303279, +264813866883 |Fax: +264-61-401446 |E-mail: coordinator@icdtraining.com

Human Resources Management and Development

Course Objectives

Upon successful completion of this course the participants should be able to:

- Relate the HR function to organisational objectives
- Carry out employee selection process and be able to select high performers
- Perform results based performance management
- Carry out gap analysis with a view to developing employees
- Hire, fire and discipline employees in a legally just manner
- Identify a potential problem area in the management of people.
- Demonstrate the skill of delegating authority.

Target Groups

- Directors
- Human Resource Managers and Officers
- Staff Welfare Officers
- Employee Development Officers
- Training Officers
- Administrative Officers
- Departmental heads
- Training and HR Officers

Course Outline

- Institutional Management skills
- Understanding the workplace
- HRM functions and activities
- The individual and the organisation
- Job Analysis and Job Design
- HR Planning and Recruitment
- Sources of recruitment- Internal and External
- Effectiveness of recruitment methods
- Recruitment procedures and guides
- Strategising, Structuring and Planning
- Collective Bargaining and Employee Relations
- Employee Vs Employer relations
- Employee misconduct
- Discipline and Disciplinary Action

- Training and developing employees
- Employee Training and Development
- Designing training plans
- Knowledge Management
- Training and Development strategies
- Performance measurement system
- Appraising and Managing Work Performance
- Competency Models
- Health and safety at work
- complying with safety procedures
- Managing HIV/AIDS at the workplace
- Computer skills for managers
- Database Management
- Action planning

Dates: 07th – 18th May 2012

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Pretoria, South Africa.