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
- Human Resource Strategy and Organisation
- Development of Human Resource Management
- Understanding the workplace
- HRM functions and activities
- The individual and the organisation
- Job Analysis and Job Design
- Labour Market and Human Resource Planning
- 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
• Reward Management
• Appraising and Managing Work Performance
• Competency Models
• Health and safety at work
• Managing HIV/AIDS at the workplace
• IT Skills
• Action planning

Dates: 02nd – 13th March 2020

Cost: US$2850

Duration: 2 weeks

Venue: Pretoria, RSA