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 December 2019
Cost: US$2850
Duration: 2 weeks
Venue: Pretoria, RSA