



Institute for Capacity Development (ICD)

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Introductory Human Resources Management and Performance Evaluation

Course Objectives

On completion of the course, participants should be able to:

- Understand the Human resource management function.
- Discuss the activities involved in planning for, attracting, selecting, developing, maintaining, and evaluating a quality workforce.
- Discuss the influence of the complex legal environment and various employee laws on human resource management.
- Discuss the effects of globalization on HR functions.
- Explain the role of training and development in the human resource management process,
- Discuss the strategic role of HR in management
- Create a performance management plan
- Understand the performance appraisal process and Identify and gather appraisal material
- Identify the steps to conduct an effective performance-planning meeting,

Target Groups

- Human Resource Managers and Officers
- Employee Development Officers
- Training Officers
- General Managers
- Finance Managers
- Divisional and Section Managers

Course Outline

- General Management Skills and Principles
- Introduction to Human Resource Management
- HRM functions and activities
- Attributes and dynamics of Individuals
- Organization dynamics and HRM
- The role of HRM
- Strategic Approach to HRM
- Staffing and recruitment
- Introduction to recruitment and selection
- Employee Compensation
- Job Design
- Job Analysis
- Job description

- People and motivation
- Labour relations and conflict management at the workplace
- Understanding performance management
- Appraising employee's performance
- Performance evaluation process
- Performance improvements
- Maintaining Performance evaluation documentation
- Performance management
- Performance-planning meeting
- Process for providing feedback
- Coaching employees
- Staff development
- Action Planning

Dates: 14th – 25th February 2022

Cost: US\$2850

Duration: 2 weeks

Venue: Pretoria, RSA