9000

In-Class

8 hours

Course Description:
This course is designed to provide non-HR professionals with essential knowledge of human resource functions and practices. It introduces the core principles of HR management, including workforce planning, recruitment, and performance management. Participants will gain a practical understanding of HR's strategic role in supporting employee development and ensuring compliance with labor laws, helping them collaborate effectively with HR departments and manage people more confidently in their roles.

Target Audience:
This Course is intended for a non-HR audience, including managers, team leaders, department heads, individual contributors, business executives, and students who engage with or seek to understand HR practices without specializing in the field.

Course Objectives:
By the end of the course, participants will be able to:
- Explain the core HR functions and their impact on organizational performance.
- Apply HR-related concepts to enhance team management, recruitment, collaboration, and compliance practices.

Course Outline

Module 1: Understanding the HR Function
- Key HR responsibilities and their strategic role
- The employee life cycle: from recruitment to exit
- Workforce planning and job analysis fundamentals
- Recruitment and selection processes
- Collaboration between line managers and HR
- Overview of HR policies and procedures

Module 2: Performance and People Management
- Performance appraisal systems and manager involvement
- Employee motivation and development planning
- Handling basic disciplinary procedures
- Workplace compliance and labor law awareness
- The manager's role in promoting engagement and culture
- Working with HR on retention and employee well-being

Assessment Strategy:
Participants will be informally assessed based on their interaction during sessions and their participation in group exercises.

Upon Successful Completion of this Course, participants will obtain:
0.6 CEUs

Course Language:
English Material
Bilingual Explanation

Prerequisites:
N/A