

## Human Resource Management (an overview)

### Overview:

This program examines the concepts and practices of Human Resource Management (HRM).

Participants will analyse the links between business strategy and human resource management, the methods used for workforce planning, strategic staffing, training and development, performance management, and evaluating the effectiveness of the HRM function.

After completing this course, participants will know how to:

- Discuss the strategic significance and purpose of HRM in organisations
- Understand HRM links with strategic business planning processes
- Discuss current issues and emerging trends relevant to HRM
- Identify the strengths and weaknesses of HRM models and frameworks
- Understand the ways in which the HRM function can impact on bottom-line performance
- Analyse an organisation's workforce profile and staffing strategies
- Evaluate the HRM capability/effectiveness of an organisation

**Designed for:** Managers and HR employees who wish to increase their ability to achieve organisational success through people.

**Duration:** 2 days

### Content:

#### HRM an overview

- The role of HRM
- Functional factors
- Cultural factors
- The new HR
- Management of strategic Human Resources
- Management of organisational infrastructure

#### Workforce planning

- Management of employee contribution

#### Staffing strategies

- Management of transformation and change
- Job analysis
- The foundation of a job description
- Steps in a job analysis
- Collecting job analysis information
- The interview
- Typical interview questions
- Interview guidelines
- Other job analysis techniques
- Writing job descriptions
- Job description guidelines
- Sourcing candidates

#### Strategic performance management

- Performance management overview
- Establishing objectives
- Performance management methods
- Ranking, grading, graphical scales, critical incidents, behaviourally anchored rating scales
- Management by objectives
- Assessment centres
- Considerations

#### Strategies for managing and developing talent

- Employee induction
- Why conduct employee induction?
- Planning
- Induction documentation
- Sample induction program

#### HR evaluation

- The HR evaluation model
- Level one: the strategic context of HR
- Level two: the impact of HR programs
- Level three: the HR function (the HR audit)
- Level four: ongoing evaluation of HR activity



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