

HR Skills for HR Administrators Training

Description

Introduction

This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The subjects covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches. This includes all aspects of a modern employment policy presented from the point of view of the HR function.

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This course should cover all aspects of the work of a modern HR unit and is designed to serve as an introduction to HR for newly appointed HR Assistants and/or as a refresher for those who are already in the HR profession.

This course will feature:

- Role of policies in good people management
- Importance of good employee relations and employee commitment
- Critical features of effective recruitment & selection
- Employee, Management and Leadership development
- Performance management, reward and remuneration

Objectives

- Explain the role and purpose of the HR function
- Develop HR policies based on strategic aims of the organisation
- Apply HR practices which fit the needs of the organisation
- Adapt the relevant practices currently in place in the Western world
- Develop a high performance culture

Content

Day One

HR in Context – Policies

- Where is HR going?
- The Context for HR
- HR on the global stage
- Nationalisation – public vs. private organisation
- Overview of HR's role & relationship with other functions
- The importance of policies – writing & using them

Day Two

Employee Relations – Employee Involvement

- Employee Relations
- Internal Communications
- Consultation & Suggestion Schemes
- Employee Attitude Surveys
- Employee Assistance Programmes
- Union Recognition

Day Three

Recruitment & Selection

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- Understanding external labour market & demographics
- Recruitment & Selection
- Employer of Choice
- Social Media, Websites and Recruitment
- Handling Redundancy
- Retention & Exit Interviews

Day Four

Learning & Development

- Importance of Learning & Development
- Leadership & Management Development
- Talent Management
- Coaching & Mentoring
- International Assignments
- Succession Planning

Day Five

Performance Management & Reward

- Performance Management & Appraisals
- Competency Frameworks
- Financial Reward & Salary Scales

- Job Evaluation
- Bonuses, Incentives & Overtime

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