



HRfor the Non - HR Manager



Learning Objectives:

- The latest trends in the human resource field and the changing role of the human resource professional.
- How to write job specifications and identify core competencies.
- Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
- How to get employees off to a good start.
- How to deal with compensation and benefits.
- How to maintain healthy employee relations.
- How to make performance appraisals a cooperative process.

Duration: 2 days

Who should Attend:

All non HR Line Managers, Supervisors, Officers, Executives and Assistants who need to gain better understanding of HR practices and procedures to fulfill their HR role within the organization. It is also for those who need to oversee HR functions as well as those who are new to or keen to move into the HR field.

Agenda:

- ❖ The Recruitment Process, Maximizing your Potential
- ❖ Management Development and Career Planning
- ❖ The ABC's of Performance Management
- ❖ Coach and Counsel for Success
- ❖ Conflict Resolution in the Workplace
- ❖ Compensation Management
- ❖ Mentoring your workforce for tomorrow