

€ TRAINING

Human Resources Development &
Personnel Management





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Introduction:

To be relevant, HR needs to demonstrate that it makes a contribution at all levels. This involves ensuring that the management team is supported in their attempts to manage. At the same time, HR has to ensure that employees are motivated, supported, and developed. This can only be done through the management team.

The out of date approach says that HR is visible and controlling, requiring the rest of the organization to follow policies developed within the HR function. The up to date approach is that HR facilitates and supports assisting the management team in efforts to improve productivity and commitment. HR is at the center of change but change is handled by and through the management team. In this way, change is more effective and longer-lasting.

However, this approach requires a new type of HR function with new practices and a series of new skills within the HR team. This GLOMACS Human Resources Development & Personnel Management training seminar will give you the confidence to develop a new sort of HR function; show you a new approach and help you with learning the new practices and skills.

Course Objectives:

At the end of this course the participants will be able to:

- Understand the history and development of HR and Personnel Management practices
- Maximize the benefits of effective human resource management
- Apply the key HR and HRD strategies for improving the organizational success
- Work effectively with the line management team
- Develop a response to the key issues surrounding HR e.g., career development, effective succession planning, making a success of performance management, etc.

Targeted Audience:

- HR practitioners and line-professionals with development or personnel responsibilities
- People in HR, Personnel or Training and Development role
- Professionals with an interest in people management and development would also benefit

Course Outlines:

Unit 1: Introduction to HRM, HRD, and HRP:

- Seminar Introduction and Objectives
- The Context for HR
- Change Management
- Human Resource Management vs. Personnel Management
- Human Resource Development HRD
- Human Resource Planning HRP
- Strategic HRM - The New HR Strategic Model
- Outsourcing

Unit 2: Resourcing & Recruitment:

- The Employment Psychological Contract
- Why do good people leave?
- The Process Approach to Interviewing
- Induction, Job Descriptions, and References
- Personality Questionnaires and Forms of Testing
- Methods of Detecting When Applicants Don't Tell The Truth
- The New Recruitment Process to Avoid Litigation
- Understanding Competencies and Competency-based Assessment

Unit 3: Pay & Employee Reward:

- Employee Motivation
- Salary, Bonuses & Benefits
- Competency and Performance-Based Pay
- Different Structures - different pay and rewards
- Total Pay Concept
- Salary Surveys

Unit 4: Training Learning & Development:

- Career Management
- Personal Development
- Coaching
- Mentoring
- E-learning
- How Flat Organisational Structures and Empowered Teams Affect Training and Development
- Self Development
- 360° Feedback as a Development Tool

Unit 5: Value for Money from HR:

- The New HR Structure
- New Roles within HR
- HR Business Partners
- Value of Trend Analysis and HRP
- Internal and External Frameworks
- Proving ROI on HR Activities
- Review