

# € TRAINING

Advanced Human Resource Management





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## Introduction:

This training program is designed to provide participants with in-depth knowledge and advanced skills required to effectively manage human resources in modern organizations. It empowers them to handle complex HR challenges and drive organizational success through effective people management.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand advanced principles of human resource management.
- Develop strategic HR management skills.
- Ensure legal compliance in HR practices.
- Implement effective talent acquisition and retention strategies.
- Foster a positive organizational culture and employee engagement.
- Utilize HR analytics for informed decision-making.
- Develop leadership and change management capabilities.
- Manage employee performance and development.
- Address workplace diversity and inclusion.
- Implement effective HR policies and practices.

## Targeted Audience:

- HR Managers and Directors.
- Senior HR Professionals.
- Talent Acquisition Specialists.
- Organizational Development Managers.
- Business Executives involved in HR decision-making.

## Program Outline:

## Unit 1:

### Advanced Principles of Human Resource Management:

- Overview of advanced HR management principles.
- Strategic role of HR in modern organizations.
- Aligning HR strategy with organizational goals.
- Best practices in HR management.

## Unit 2:

### Strategic HR Management:

- Developing and implementing HR strategies.
- Workforce planning and talent management.
- Succession planning and leadership development.
- HR's role in organizational development.

## Unit 3:

### Legal Compliance in HR:

- Overview of key employment laws and regulations.
- Ensuring compliance with labor laws.
- Managing employee relations and grievances.
- Conducting workplace investigations.

## Unit 4:

### Talent Acquisition and Retention:

- Advanced recruitment and selection techniques.
- Employer branding and talent attraction.
- Retention strategies and employee engagement.
- Onboarding and orientation programs.

## Unit 5:

### Organizational Culture and Employee Engagement:

- Building and sustaining a positive organizational culture.
- Strategies for enhancing employee engagement.
- Measuring and improving employee satisfaction.
- Recognizing and rewarding employee performance.

## Unit 6:

### HR Analytics and Decision-Making:

- Introduction to HR analytics and metrics.
- Using data for informed HR decision-making.
- Predictive analytics in talent management.
- Measuring HR effectiveness and ROI.

## Unit 7:

### Leadership and Change Management:

- Developing leadership capabilities in HR.
- Leading organizational change and transformation.
- Change management frameworks and models.
- Overcoming resistance to change.

## Unit 8:

### Performance Management and Employee Development:

- Designing effective performance management systems.
- Conducting performance appraisals and feedback.
- Employee development and career planning.
- Managing underperformance and disciplinary actions.

## Unit 9:

### Diversity and Inclusion in the Workplace:

- Importance of workplace diversity and inclusion.
- Strategies for promoting diversity and inclusion.
- Addressing unconscious bias and discrimination.
- Creating inclusive workplace policies and practices.

## Unit 10:

### Effective HR Policies and Practices:

- Developing and implementing HR policies.
- Best practices in HR documentation and record-keeping.
- Handling HR audits and assessments.
- Continuous improvement in HR practices.
- Case studies on effective HR policy implementation.