

€ TRAINING

Human Resource Management





Human Resource Management

Introduction:

This training program offers participants a comprehensive understanding of the fundamental principles and practices of human resource management. It empowers them to handle HR challenges and contribute to organizational success.

Program Objectives:

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

- Understand the fundamental principles of human resource management.
- Develop skills for effective recruitment and talent management.
- Ensure compliance with employment laws and regulations.
- Implement strategies for employee engagement and performance management.
- Foster a diverse and inclusive workplace.

Targeted Audience:

- HR Professionals.
- Managers and Supervisors.
- Talent Acquisition Specialists.
- Business Executives involved in HR decision-making.

Program Outline:

Unit 1:

Fundamentals of Human Resource Management:

- Overview of HR management principles.
- Roles and responsibilities of HR professionals.
- Aligning HR practices with organizational goals.
- Key HR functions and processes.

- Case studies illustrating fundamental HR management.

Unit 2:

Recruitment and Talent Management:

- Best practices for recruitment and selection.
- Talent acquisition strategies and techniques.
- Employer branding and attracting top talent.
- Onboarding and integration of new employees.
- Case studies on effective talent management.

Unit 3:

Legal Compliance in HR:

- Key employment laws and regulations.
- Ensuring compliance with labor laws.
- Managing employee relations and grievances.
- Conducting workplace investigations.
- Case studies on legal compliance in HR.

Unit 4:

Employee Engagement and Performance Management:

- Strategies for enhancing employee engagement.
- Designing effective performance management systems.
- Conducting performance appraisals and feedback sessions.
- Employee development and career planning.
- Case studies on successful performance management.

Unit 5:

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.
- Case studies on successful diversity initiatives.