

€ TRAINING

Advanced HR Practices





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Introduction:

This training program provides participants with advanced knowledge and skills in selection, recruitment, disciplinary systems, and termination processes. It empowers them to enhance organizational effectiveness through strategic management of human resources.

Program Objectives:

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

- Develop and implement advanced strategies for effective recruitment and selection.
- Design and manage robust disciplinary systems.
- Handle employee terminations with professionalism and compliance.
- Apply best practices to improve HR processes and outcomes.
- Address real-world challenges in HR management.

Targeted Audience:

- HR Professionals.
- Recruitment Specialists.
- HR Managers.
- Organizational Development Specialists.
- Legal Advisors in HR.

Program Outline:

Unit 1:

Advanced Recruitment and Selection Strategies:

- Developing a strategic recruitment plan.
- Advanced sourcing techniques for top talent.
- Utilizing technology and AI in recruitment.

- Behavioral and competency-based interviewing methods.
- Enhancing candidate experience and employer branding.

Unit 2:

Designing Effective Disciplinary Systems

- Principles of an effective disciplinary system.
- Creating clear disciplinary policies and procedures.
- Handling disciplinary issues fairly and consistently.
- Documentation and record-keeping for disciplinary actions.
- Case studies on managing complex disciplinary situations.

Unit 3:

Managing Employee Terminations:

- Legal and ethical considerations in employee terminations.
- Strategies for conducting effective termination meetings.
- Handling terminations with dignity and professionalism.
- Managing the impact of terminations on team morale.
- Post-termination procedures and compliance.

Unit 4:

Improving HR Processes and Best Practices:

- Evaluating and improving HR processes and systems.
- Implementing best practices in HR management.
- Measuring and analyzing HR performance metrics.
- Leveraging HR technology and tools for efficiency.
- Continuous improvement strategies for HR functions.

Unit 5:



Addressing Real-World HR Challenges:

- Identifying common HR challenges and solutions.
- Navigating legal and regulatory issues in HR management.
- Case studies on complex HR scenarios and problem-solving.
- Developing actionable plans for HR improvements.
- Final review and discussion on key learnings.