

€ TRAINING

Human Resource Management and
Development Program





Human Resource Management and Development Program

Introduction:

This training program is a comprehensive strategy aimed at optimizing the potential of an organization's workforce. By strategically aligning human capital with business objectives, it ensures the effective recruitment, training, and retention of employees. Through initiatives such as talent acquisition, performance management, and employee development, it cultivates a skilled and motivated workforce capable of driving organizational success. Ultimately, this program serves as a cornerstone for fostering a culture of growth, innovation, and excellence within the organization.

Program Objectives:

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

- Understand human resources development and personnel management practices.
- Develop an awareness of the advantages of effective human resource management.
- Develop awareness of crucial HR and HRD strategies for improving organizational success.
- Understand the application of strategic human resources development and personnel management practices in the workplace.
- Apply appropriate practices to specific workplace situations.
- Critically evaluate current HR practices.
- Introduce an effective recruitment process.
- Understand how to get people to work more effectively.
- Understand how to help individuals and teams learn.
- Identify, plan, and evaluate training interventions.
- Create an effective structure within HR.

Targeted Audience:

- Potential candidates for career advancement
- Managers and supervisors seeking professional development
- HR professionals responsible for program implementation
- Executives and decision-makers shaping organizational strategy

- Employees at all levels invested in their professional growth

Program 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 and 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.
- The value of using assessment centers.

Unit 3:

Pay and Employee Reward:

- Employee motivation.

- Salary, bonuses, and benefits.
- Understanding competencies.
- Competency-based assessment.
- Competency and performance-based pay.
- Different structures - different pay and rewards.
- Total pay concept.
- Salary surveys.

Unit 4:

Training Learning and Development:

- Career management.
- Personal development.
- Coaching.
- Mentoring.
- E-learning.
- The impact of flat organizational structures and empowered teams on training and development.
- Self-development.
- 360-degree feedback as a development tool.

Unit 5:

Training Learning and Development:

- Career Management.
- Personal development.
- Coaching.
- Mentoring.
- E-learning.
- The impact of flat organizational structures and empowered teams on training and development.



- Self-development.
- 360-degree feedback as a development tool.