

Principles of Human Resource Management

Essential Personnel Administration & Management in the Twenty-First Century

Introduction

An extensive and up-to-date summary of the responsibilities and operations of the Human Resource (HR) Department is given in this Course N Carry Principles of Human Resource Management training course. The most recent methods and instruments for managing people effectively are presented, together with chances to improve and advance one's own competency. The participants will have a better understanding of the procedures, tools, and abilities required to succeed in a contemporary HR department. They will look at fundamental tasks including exit interviews and recruiting interviews, as well as the abilities needed for the different responsibilities that an HR professional plays in the twenty-first century.

This instruction session will emphasise:

- Effective Recruitment & Selection in a Modern Organisation:
- A Look at Strategic HRM
- Managing performance in a multicultural setting
- Enhancing Educational Interventions
- Helping Workers Who Face Difficulties

Objectives

After completing this training session on the Course N Carry Principles of Human Resource Management, participants will be qualified to:

- Recognise Strategic HRM Methods (SHRM)
- Describe the HR Department's role and responsibilities.
- Demonstrate an awareness of hiring, remuneration, and employee resources.
- What Are the Best Practices for Dealing with Employees and Helping with Employee Issues?
- Recognise performance management in cross-cultural settings and list the advantages of HR planning and HR ethics.

Training Methodology

Each topic is supported by engaging presentations and interactive, trainer-led discussion sessions. Additionally, there will be hands-on sessions where learners can practise and engage in HR-related activities. To help with learning, role-plays, movies,

case studies, exercises, debates, and feedback will all be used.

Organizational impacts

The following are some of the benefits that delegates attending this Principles of Human Resource Management training course will have for the organisation:

- An efficient and productive human resources department meeting organisational needs
- HR specialists that are proficient in the newest methods
- HR department that strategically approaches maximising employee contribution
- A human resources staff that upholds the highest moral and professional standards
- HR experts who can use in-depth analysis to address issues with people
- An enthusiastic employee will provide feedback to the organisation on important areas for improvement.

Personal Impact

The following are some specific ways that taking this Course N Carry training course will help participants gain or improve their understanding and knowledge:

- Facilitate participants' comprehension of the evolution and function of contemporary HR practice.
- Boost self-assurance, competence, and confidence
- A more important strategic summary of the human resources department
- Give participants the opportunity to implement best practices for staff planning, development, and resourcing.
- Increased consciousness of one's own convictions and constraints
- Better working connections and the capacity to support staff

Who should attend?

This training course is designed to meet the demands of HR Professionals, Junior, and Middle Managers who have a specific interest in HR or a general desire to improve their people management skills.

This Course N Carry training course is suitable for a wide variety of professionals and will greatly benefit:

- 'Fast Track' management trainees needing a comprehensive grounding in HR -
- Newly joined HR or staff Departments -
- Those looking to enter the field - Existing HRM staff needing to stay up to date on current practices and trends
- Managers who would benefit from understanding the HR position and function.
- Occupational Health and Safety and L&D personnel who must be up to date

Course Outline

Day 1

Overview of Human Resource Management.

- Human Resource Management (HRM) is being introduced.
- HRM vs. Personnel Management
- The major activities, responsibilities, and tasks of human resource management
- Strategic HRM Specialties and Systems: An Introduction.
- Modern function structure: Qualifications and Professional Development
- Personal Characteristics Required for HRM Work

Day 2

Administration and Performance Management

- Providing administrative and business support, including monitoring and reporting.
- Introduction to Absence Management, HR Databases, and Computer Systems
- Topics covered include employee record security and confidentiality,
- Performance management in multicultural settings, appraisal systems.
- 360° feedback and dealing with poor performers.

Day 3

Recruiting, Retaining, and Rewarding Employees Using Social Media for Recruitment

- Choosing Effective Selection Techniques
- Assessment and Development Centres
- Aptitude tests and psychometrics: use and limitations, induction for new employees, retention strategies.
- Pay and Reward; Compensation and Benefits
- Introducing the Total Reward Concept.

Day 4

Employee Support and Welfare

- Identifying and Managing Employee Problems
- Employee Assistance Programmes
- Employee Well-Being, Equal Opportunity, and Diversity
- Workplace Dignity, Bullying, Harassment, Grievance Resolution, and Investigations
- Introducing Workplace Mediation.
- Exit Procedures and Interviews

Day 5

HR Planning, Learning, and Ethics.

- Human resource planning
- HR Strategies That Work Together
- What is the learning process for adults?
- Interventions for Learning and Development
- Learning Styles.
- Human Resource Management Ethics and Professional Conduct
- Continuing Personal Development (CPD).
- Personal Action Planning.