

Course Title: HR for Non-HR

Synopsis:

Ask anyone who has a line authority about the greatest challenge in his/her job and he/she will immediately point out PEOPLE. You then ask, what are the PEOPLE challenges that confront them and they will labour over issues on retention of people, staff engagement, handling underperformance and communicating company policies relating to compensation, career development and opportunities. Some would argue that these challenges are those of the Human Resource function that have truncated to the line and operating Managers. It is true that the Human Resource function is responsible for the development and delivery of HR strategies and programs to achieve the organizational objectives. However, the application of these HR programs, be it policies or programs, is the responsibility of the functional and line Managers/professionals. An inappropriate or wrong application of a policy or program will fester to an insurmountable problem. Additionally, in line with the national move towards a 'smart nation', an introduction of HR technology available for adoption will also be given.

Objective:

The workshop is designed to orientate non and new Human Resource professionals/managers on the intricacies of the Human Resource function and address common Human Resource challenges through an overview of the major HR techniques and applications. This would translate to greater efficiency in the resolution of HR issues and better organizational effectiveness.

Outline:

- Introduction to Human Resource Management
- Myths about Human Resource Management
- The Human Resource Model today
- Common Structures & Functions of Human Resource
- Expectations of the Human Resource Professional
- Introduction to the Employment Act
- Challenges in attracting and retaining "talent"
 - Attracting the talent - Recruitment
 - Selecting the talent - Selection

- Motivational theories and its application for Human Resource Management
- Challenges to Retaining Talent through –
 - Learning & Talent Development
 - Compensation Management
 - Performance Management – the link between organization and individual effectiveness
 - Employee Coaching- developmental and corrective roles of Line Manager
- HR Technology
- Walking the walk and Talking the talk

Learning Methodology:

To anchor the learning and winning behaviour, the workshop incorporates:

- Interactive delivery of learning materials
- Applicable industry best practices
- Group sharing & discussions
- Case studies
- Videos
- Class Activity

Who Will Benefit:

This workshop will greatly benefit professionals and managerial employees who have a direct line authority over others as well as those performing some HR roles as part of their job

Course Duration:

1 day (8 hours)