

Certificate of Attendance in HR for Non HR Managers

Course Information Sheet

This workshop provides an overview of the issues facing today's business owners, managers and HR personnel.

It will demonstrate that all managers and supervisors need to be armed with the experience to deal with employee and employer relationships and importance of HR management in helping the organization to meet strategic goals by attracting and maintaining employees and also to manage them effectively.

Programme Benefits:

On completion of the workshop, learners will be able to:

- The latest trends in the human resource field and the changing role of the human resource professional.
- How to write job specifications and identify core competencies.
- Methods of finding, selecting, and keeping the best people using behavioural description interviewing techniques.
- How to get employees off to a good start.
- How to deal with compensation and benefits.
- How to maintain healthy employee relations.
- How to make performance appraisals a cooperative process.

How we do it

The processes are customized and include a combination of classroom and practical activities.

About the Programme

- Duration: 2 Days
- (group onsite rates available on request)
- Training in house or on campus

Certification

Upon successful completion of the programme, learners will receive A **Certificate of Attendance in HR for Non HR Managers.**

Start Dates

As per schedule or client request