

Human Resources Management

COURSE DESCRIPTION

Human Resource Management (HRM) is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization. Human Resource Management can also be performed by line managers.

Human Resource Management is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

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

- Explain the main functions in Human Resources and the role of each;
- Learn the basics of the recruitment and selection function and explain the main steps in attracting and hiring qualified candidates;
- Learn the cycle of the training and development function and how R&D works from identification of training needs to evaluation of training;
- Learn the roles and responsibilities of human resources specialist in designing and implementing a performance management system in their organization;
- Understanding the basics of compensation and benefits and list the main components of a competitive compensation system.

Day 1 - Definitions and Objectives of HRM; The Main Functions in HR; Characteristics of Effective HR Management; Examples of HR Organization Charts; Basics of Recruitment and Selection

Day 2 - Recruitment Vs. Selection; Defining Requirement and Attracting Qualified Candidates; Types of Assessment; Types of Interviews; The Selection Decision; Basics of Training and Development

Day 3 - Identification of Training Needs; Design and Delivery of Training; Evaluating Effectiveness of Training and Development; Basics of Performance Management

Day 4 - The Performance Management Cycle; The Main Components of Performance Management; Setting Up a Performance Management System; Basics of Compensation and Benefits

Day 5 - Job Evaluation System; Compensation Practices in EU and the region; Bench-marking Compensation: Finding Out How Well Are You Paying Your Employees.

WHO SHOULD ATTEND

Human resources generalists; human resources assistants; trainers; recruiters; staffing specialists; office managers of small to medium size companies; managers who will soon be supervising employees; individuals seeking a career change.

TRAINING DURATION

Human Resource Management is 40-hour training program. Candidates are given the studying materials throughout the course.

TRAINING COST

The cost of this training is 420 € per participant. Price includes training and studying materials.

CLASS PLAN FOR ACADEMIC YEAR 09/10

| Course | Schedule | Start Date | End Date | Week Days |
|---------------------------|-----------------|-------------------|-----------------|------------------|
| Human Resource Management | 09:00-17:00 | 26-Sep-09 | 24-Oct-09 | Saturdays |
| Human Resource Management | 09:00-17:00 | 7-Nov-09 | 5-Dec-09 | Saturdays |
| Human Resource Management | 09:00-17:00 | 5-Feb-10 | 5-Mar-10 | Saturdays |
| Human Resource Management | 09:00-17:00 | 3-Apr-10 | 8-May-10 | Saturdays |