



Basic Human Resource Management

Course Outline

This course offers an introduction to the basics in Human Resources. The aim is to equip the participants with the relevant competencies so that they may perform well in an HR position and grow with the company.

The two-day workshop focuses on generic and underpinning knowledge and skills. After completion of the course the participant should be able to demonstrate knowledge in the Human Resources function focusing on the following;

- Demonstrate knowledge in roles and responsibilities within HR, as well as various tasks performed by the department
- Demonstrate knowledge in basic record-keeping
- Demonstrate knowledge in recruitment and selection
- Demonstrate knowledge in Botswana labour law and company policies in relation to Human Resources

Roles and responsibilities within HR

- The roles and responsibilities within HR are outlined and described.
- The different tasks in HR are detailed and described.

Basic Record Keeping

- The type of records that are essential in HR are identified and described.
- The employment file and key content are identified and described.
- Issues of confidentiality in records-keeping are discussed.
- How to structure records kept by HR is discussed.

Recruitment and Selection

- The basics in recruitment and selection are detailed and discussed.
- The different steps in a recruitment and selection process are identified and described.
- Different methods for evaluating applicants are identified and described.

Demonstrate knowledge in Botswana labour law and company policies in relation to Human Resources

- Botswana labour legislation is outlined and discussed
- General company policies and practices are identified and discussed.





Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Progression pathways/continuing education

After the completion of the course the participants will be able to enrol in 'Human Resource Management Level 2'.



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