



Human Resource Management Course Outline

The course aims to train the participants with the specific knowledge, skills, and abilities associated with human resource management so they are prepared to perform the key functions that human resource professionals are expected to perform.

Course Overview:

The course is based upon participant learning the following;

- **Conduct Job Description Analysis**

1. The purpose of job descriptions is detailed and discussed in relation to recruitment and selection etc.
2. The participants will practice identifying and analysing particular job duties and requirements, and personality traits.
3. The participants will learn to take into account labour law when constructing job descriptions.

- **Recruit and Select New Employees**

1. The participants will practice conducting a recruitment and selection process in alignment with company procedures.
2. The participants will practice reviewing CV's, conducting a reference check, conducting professional interviews and so forth.
3. Labour law and company policies in recruitment and selection are outlined and applied in all steps.

- **Advise the Company in Performance Management**

1. Performance management, its benefits and weaknesses are identified and described.
2. Techniques and activities for performance management are detailed and discussed.
3. The participants will practice the above mentioned techniques in a mock setting.





• **Conduct Grievances Processes and Disciplinary Actions**

1. The components of disciplinary procedures are detailed and discussed.
2. The participants will chair mock disciplinary hearings.
3. The application of grievance procedures are detailed and discussed.
4. The participants will practice constructing grievance applications and replies in alignment with general business standards.
5. Procedures in grievances and disciplinary actions are outlined and applied in all steps.

The programme is given as a two day course and homework. The seminars are built upon interaction and as such the participants are expected to actively participate in discussions, case studies and role plays. The homework will be in the form of written reports on these case studies.

Learning Objectives

The main learning objectives of the course are deepening the participant's knowledge and skills within the area. After completion of the course you should be able to;

- Conduct job description analysis
- Use the principles of recruiting and selecting new employees
- Advise companies in performance management
- Conduct grievances processes and disciplinary actions

Certification

On the successful completion of the course, the participant will be provided a certificate of completion. Moreover, the assessor will register the BNVQF credits with BQA.

Progression pathways/continuing education

After completion of the course the participants will be able to enrol in 'Human Resource Management Certificate level'. The participant will be able to work in a HR environment handling issues of recruitment, disciplinary processes, grievances etc.

