



## 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;

- **Demonstrate knowledge in the human resource plan**
  1. Aspects of human resources plan are identified and discussed in relation to the organisation as a whole.
- **Demonstrate analytical and practical skills in policy writing**
  1. The participants will discuss what policies are necessary within the company and outline reasons why.
  2. The participants will discuss legal considerations when writing policies.
  3. The participants will practice policy writing
- **Demonstrate skills in analysing staffing needs**
  1. The participants will learn to collect information about workforce, assess workload and different tasks in the company.
  2. The participants will learn to apply analytical approach in staff planning.
  3. Participants will learn to assess internal staffing alternatives and identify techniques to control staffing.
  4. The participants will practice analysing the staffing needs in the company.
- **Analysis of training and development needs**
  1. The participants will practice conducting a needs analysis.
  2. Identify different types of TNA methods
  3. Identify and apply different types of TNA techniques
  4. Explain why training is important
  5. Explain how to use the results from a TNA
  6. Construct a training calendar





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;

- Demonstrate knowledge of the human resource plan
- Demonstrate analytical and practical skills in policy writing
- Conduct an analysis of staffing needs
- Conduct an analysis of training and development needs

### **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 work as an assistant manager or manager handling strategic HR issues.

