



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 a Human Resources position and grow with the company. The course 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.

This two-day course will teach participants:

- Know the roles and responsibilities of the Human Resources function.
- Understand the various tasks performed by the Human Resources department.
- Know recruitment and selection of new staff.
- Able to conduct basic record keeping.
- Know Botswana labour laws.
- Understand the relevance of company policies.

Course Overview

Participants will spend this session getting to know the course objectives and will also have an opportunity to identify their personal learning objectives.

The Human Resource Function

This session will cover the role the Human Resources, that is the personnel department of an organisation and how it deals with things relating to personnel with an organisation.

Tasks within Human Resource

In this session participants will cover the tasks performed by the Human Resources department and working with people from other departments. These often include, recruitment and selection, job descriptions, induction of new employees, record-keeping, grievances, performance appraisals, policy development and training and professional development.

Record-Keeping

This session will take participants specifically through the types of records kept by Human Resources, the key content of the employment files, issues of confidentiality in records-keeping and how to structure records kept by Human Resources.

Basic Recruitment and Selection

Participants will be shown in this session the basic recruitment and selection process, the steps in a recruitment and selection process, as well as methods for evaluating applicants for positions in an organisation.

Labour Law

During this session, participants will look at laws and regulations to guide personnel management practices in the public and private sectors and then specifically the Employment Act (CAP 47:01) and how it pertains to working hours, overtime, paid public holidays, leave, sick leave, maternity leave, minimum wages, employment records, notice, suspension and termination, severance benefits, repatriation and employment of children.