

# THE BASICS OF HR MANAGEMENT



## OVERALL OBJECTIVE

The **Basics of Human Resource Management Workshop** aims to equip participants to learn the basics of HR management, stay up to date with employment compliance issues, and do what is required when managing people. Learn what needs to be done when recruiting, staffing, compensating, coaching, managing performance, handling separations and dealing with employee relations.

## OUTCOMES

Participants will learn how to:

- Apply key HR knowledge areas
- Make use of practical HR management skills
- Optimize the employee resource so “no potential” is lost
- Identify staffing needs and the roles people are to play, as well as ensure a supply of personnel with the needed competence and that results are achieved
- Function within the parameters set by current HR legislation impacting on the organization
- Take up HR responsibilities as a line manager or supervisor or assist the line manager in this accountability

## CONTENT

### **A Manager's or Supervisor's HR Responsibilities**

- The impact of HR management on the organization
- Roles applicable to the organization
- Competency checklist

### **Employment Compliance**

- Regulations that apply
- Know what to do and what not to do
- Health and safety of employees

### **Record Keeping**

- Policies
- Personnel files
- Attendance
- Performance evaluations
- Written warnings
- HR information systems

### **Compensation and Benefits**

- The possibilities
- The obligations
- The do's and don'ts

### **Staff Planning**

- Link organization performance, economic conditions, workloads, and current resources
- Establish a staff plan

### **Recruitment**

- Advertising
- Interviewing
- Selecting
- Promotions
- Onboarding

### **Performance Management**

- The planning
- The evaluations
- Performance improvement interventions

### **Training and Development**

- Coaching
- Development plans

### **Employee Relations**

- Employee handbook
- Employer-employee relations
- Internal communications

### **Termination**

- The process to follow when conducting separations
- How to cope

### **Manage a Team**

- Build a team
- Motivate a team
- Deal with conflict in a team
- Recognize team members