

# HR PRACTITIONER EXPERTISE



## OVERALL OBJECTIVE

The **Human Resource Practitioner Expertise Workshop** aims to equip HR practitioners with the necessary competence to successfully deliver the HR function so there is maximum return for the workplace; with confirmation that they are doing things right when it comes to HR.

## OUTCOMES

Participants will be able to:

- fulfil the different HR roles
- optimize the employee resource
- apply training and development strategies
- design and apply key HR knowledge areas
- assist line managers in their HR accountability
- utilize a competency approach to development
- utilize organisation, process, job and work design
- know who is accountable for the different HR roles
- distinguish between the specialist and generalist HR function
- understand compliance issues related to attendance management, benefits, compensation, employee relations, performance evaluations, management, training, staffing, and termination

## CONTENT

### HR Roles In The Organization

- What roles need to be fulfilled?
- Tactical versus strategic roles
- Who is accountable?

### Specialist (Design)

- HR direction
- HR guidelines
- Employment equity
- Manpower planning
- Organization design
- Organization culture
- Career development
- Competency profiling
- Employee assistance
- HR information system
- Labor relations systems
- Employment compliance
- Organization separations
- Organization development
- Learning and development
- Compensation and benefits
- HR monitoring and evaluation
- Human resource development
- HR research and development
- Policies, procedures, processes
- Recruitment, selection and placement
- Succession planning and career pathing
- Job evaluation, work profiling and design

### Generalist (Implementation)

- HR audits
- Facilitation
- Orientation
- Daily labor relations
- Change management
- Diversity management
- Internal communication
- Participating processes
- Training and development
- Performance management
- Business and report writing
- Consulting to line managers
- Employer-employee relations
- HR capacity building for line managers