



A **human resource management** team is a vital part of an organization that helps make the workplace operate efficiently. To join a human resource team, you may also work in a related position to gain experience and exposure to the field. Experience with hiring, firing and interviewing are significant experiences that stay relevant as you pursue human resource management opportunities. **Developing your skills** through training and certification is vital to supporting an organization and its staff!

HUMAN RESOURCE MANAGEMENT

5 DAYS
TRAINING COURSE

COURSE OBJECTIVE

- ✔ **Effectively manage** and plan key human resource functions within organizations
- ✔ **Examine current** issues, trends, practices, and processes in HRM
- ✔ **Contribute to** employee performance management and organizational effectiveness
- ✔ **Problem-solve** human resource challenges
- ✔ **Develop employability** skills for the workplace
- ✔ **Develop effective** written and oral communication skills

COURSE CONTENT

- 1 **Employee** recruitment
- 2 **Department** planning
- 3 **Training** and onboarding
- 4 **Staff** evaluations
- 5 **De-escalation** of conflict
- 6 **Labor** relations
- 7 **Accounting**
- 8 **Legal issues** and formal complaints
- 9 **Strategic** HR Planning