

HUMAN RESOURCE MANAGEMENT

This course will introduce and overview the major topics in Human Resource Management (HRM). HRM is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization, as it influences who is hired, how they are trained, evaluated, compensated, and what steps are taken to retain them. In turn, HRM plays a critical role in predicting employees' attitudes, behavior, and performance. In other words, if an organization wants good people, it must practice good HRM.



COURSE OBJECTIVES:

After course you should be able to :

- Understand the rationale Organizational Behavior (OB) importance of HRM.
- Become familiar with evolution and development of HRM as discipline.
- Distinguish between personnel Management and HR management.
- Comprehend and apply the HR operations.
- Have a brief account about recent developments in HRM.
- Have the skill of conducting job interview for recruitment purposes.
- Develop a manpower plan.
- Will be aware of the body of organized knowledge concerning theories and practices of HRM.

COURSE OUTLINES :

- Fundamentals of Human Resource Management
- Workforce Planning and Job Analysis
- Recruitment, Selection and Hiring Employees
- Socializing, Training and Developing Employees
- Performance Management and Appraisal
- Compensation: Rewards and Pay Plans
- Employee rights, disciplinary practices and termination
- Creating high-performance work systems
- Global human resource management

COURSE DURATION : 3 days , 6 Hours/day