



Training Course	HR Essentials
Course Language	English
Course Duration	The course is run over 45 , divided into five (5) three-day learning modules representing the boarder functional areas of HR management .
Course Objectives	<ol style="list-style-type: none">1. Define Human Resource Management and Explain the roles and responsibilities of human resource professionals2. Understanding the recruitment methods and recognize biases in the interview process .3. Explain the selection process and identify key selection tools.4. Explain the basic elements of a total compensation system5. Understand what training is and the importance of learning style6. Describe the performance evaluation process and systems
Course Content	<p>Course Key Topic Area Includes:</p> <p>Module 1 : Human Resources Management</p> <ul style="list-style-type: none">• The Role of HR Professional.• What is strategic planning?• What is HR Planning process? <p>Module 2: Recruitment and Selection</p> <ul style="list-style-type: none">• Evaluate Effectiveness of Recruitment.• Common Yield Ratios.• Interview Types.• Realistic Job Previews. <p>Module 3: Compensation and Benefits</p> <ul style="list-style-type: none">• Total compensation system• Equity issues• Pay strategies, pay increases• Differentials, incentives• Compensation system design



Course Content	<p>Module 4: Employee Development</p> <ul style="list-style-type: none"> • Adult learning principles • Learning styles • Training methods • Develop training programs <p>Module 5: Performance Management</p> <ul style="list-style-type: none"> • Performance management systems • Performance evaluation process • Performance evaluation methods • Performance evaluation common errors • Corrective action • Termination
Learning Outcomes	<p>At the end of the program the trainees will be able to:</p> <ol style="list-style-type: none"> 1. Create a stronger alignment between the organizational and HR goals 2. Build the understanding Of practices. 3. Apply newly learned HR knowledge to skill-based activities similar to those required on the job. 4. Plan for ways to transfer the knowledge and skills learned from training to on-the-job tasks.
Target Audience	<ul style="list-style-type: none"> • Divisional or departmental supervisors • Team leaders • Employees with management responsibilities • Individuals seeking higher management positions or transitioning into HR
Course Material /Technology used/ Details Relevant to the course.	<p>PowerPoint presentation Group discussions and presentations Hands on activities and games Case studies and scenarios</p>