

HUMAN RESOURCE MANAGEMENT TRAINING COURSE OVERVIEW

No.	Program	Course Overview	Learning Outcomes	Program Structure	No. of Days
1.	Human Resource Professional Competency Management	<p>This workshop explains the criticality of how the human resource management function must align with an organisation's strategies and objectives. It is important that HR professionals are able to conduct an environmental scan (both internal and external) and incorporate this data into the design of their HR strategies and operational activities.</p> <p>They must also have a business focused approach to HR activities, know how to manage stakeholders and be able to develop success working relationships within the business. Communication skills are also important for a business driven HR professional, including skills in managing conflict influencing.</p>	<p>Upon completion of this workshop, participants should be able to:</p> <ul style="list-style-type: none"> • Develop an understanding of your organisation and its strategies and understand the need for HR management to be business driven • Clearly define and integrate organisational goals, HR strategy and the associated goals and objectives • Understand the importance of stakeholder management and the importance of developing and maintaining relationship building in the HR management context 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator-led discussion • Individual and group activities • Group discussions • Skills practice • Templates and resources. <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	2 Days
2.	Talent Management - Strategy and Implementation for Organization	<p>This program explains the relevance and importance of building and developing talent within an organisation. It covers the different approaches to training and development, the importance of training needs analysis, the role of competency based training, understanding learning styles and how to create a learning plan.</p> <p>Career planning and career management also plays a part in an individuals' development. Understanding how to best utilise such activities is important for both managers and HR professionals.</p>	<p>Upon completion of this workshop, participants should be able to:</p> <ul style="list-style-type: none"> • Understand how to complete a training needs analysis (TNA) and learning development plan • Describe the different approaches to training and development • Understand learning styles, particularly those of the adult learners and apply them to their own learning • Describe the importance of career planning and development • Identify the different stages of a career and their impact on the individual and the organisation 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator led discussion • Individual and group activities • Group discussion • Skills practice • Templates and resources <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	2 Days

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3.	<p>Change management Best Practices Management</p>	<p>This training focuses on the process, tools and techniques to effectively manage the people aspect of changing systems, structures and behaviour within an organisation. Recent surveys have shown that those projects that use formal change management processes have a much higher return on investment than projects that do not.</p> <p>This workshop will identify clear strategies to effectively manage and respond to changing situations, and will provide guidance on how to conduct successful change management conversations with team members to achieve the required outcomes. Workshop participants will work through a case study and complete a change management kit to put their learning into practice.</p>	<ul style="list-style-type: none"> • Understand the dynamics and the origins of change. • Explore theoretical models for managing change. • Identify change strategies to effectively facilitate change. • Identify and engage stakeholders in an appropriate manner. • Understand the life cycle steps to manage change and explore change management models. • Successfully plan and develop a comprehensive and effective change management plan. 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator led discussion • Individual and group activities • Group discussions • Skills practice • Templates and resources <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	<p>2 Days</p>
4.	<p>Developing effective HR policies and procedures</p>	<p>HR policies provide fundamental organisational rules and guidelines relating to the practices and behaviour of the people in the organisation. This workshop is designed to provide participants with the skills and understanding to develop and implement HR policies that are relevant, clear and effective in their organisations.</p> <p>Participants will be guided through the fundamentals of HR policy development and implementation as well as exploring the range of HR policies that should be considered when developing a workplace policy manual.</p>	<p>Upon completion of the workshop, participants should be able to:</p> <ul style="list-style-type: none"> • Understand the fundamentals of HR policies and procedures and their role within the organisation. • Identify the range and scope of HR policies needed in an organisation. • Understand how to structure and write effective policies and procedures. • Identify where to source HR policy templates and guidelines. • Monitor, review, evaluate and modify HR policies. 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator-led discussion • Individual and group activities • Links to practical resources <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	<p>2 Days</p>

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5.	Performance management	<p>This program is aimed at those with an introductory knowledge of performance management. Participants will examine the role of managers in the implementation and success of performance management systems and processes.</p> <p>An overview of the performance appraisal process and performance management tips will be provided</p>	<p>Upon completion of this program, participants should be able to:</p> <ul style="list-style-type: none"> • Understand the importance of performance management as an HR tool being a key trigger in the achievement of behavioural change in organisations • Articulate the role of line managers in the implementation and sustainability of performance management • Understand the importance of developing, implementing, and promoting the performance management process • Understand the process of conducting a performance appraisal 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator led discussion • Individual and group activities • Group discussion • Skills practice • Templates and resources <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	2 Days
6.	Remuneration Benefits Development and Methodology	<p>Provides an introductory guide to effective structuring of remuneration and benefits for your organisation, including the underpinning HR policy and legislation, and remuneration packaging.</p>	<p>Upon completion of the workshop, participants should be able to:</p> <ul style="list-style-type: none"> • Understand the overall strategic organisational context of remuneration and benefits. • Understand the underpinning HR policy and legislation relating to remuneration and benefits. • Understand the concepts of job analysis, job evaluation pay survey and job pricing in remuneration. • Develop effective remuneration packaging. • Understand the fundamentals of performance management and its link to reward and remuneration. 	<p>Workshop structure inclusive of:</p> <ul style="list-style-type: none"> • Facilitator-led discussions • Practical examples • Case studies • Individual and group activities <p>Notes :</p> <p>This is HRDF 100% claimable. Training can be carried out on-site at client's office or at public venue as arranged by client.</p>	2 Days