

Human Resources for the Non HR Manager



This is a **three-day overview** of human resource issues facing today's business owners and managers. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal. This workshop will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring process (such as performance management, compensation, and discipline).

How You Will Benefit

At the end of the workshop you will be able to:

- The latest trends in the human resource field and the changing role of the human resource professional
- How to write job specifications and identify core competencies
- Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques
- How to get employees off to a good start
- How to deal with compensation and benefits
- How to maintain healthy employee relations
- How to make performance appraisals a cooperative process

What You Will Cover

- Planning employee orientation
- The interview process
- Using Behavior Description Interviewing
- The importance of job descriptions
- Advertising for resumes
- Absenteeism
- Compensation and benefits
- Discipline & Termination

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!

REGISTRATION FORM

Human Resources for the non-HR Manager

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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