

Basics of Human Resource Management (3 Days)

INTRODUCTION

The course will create awareness of the work of the Human Resource (HR) Department in a modern organisation. Delegates will learn about the processes involved, the systems used and the skills needed to be successful. They will explore HR activities ranging from a recruitment interview to a disciplinary meeting, discovering the skills required and the role of the HR professional along the way.

This course provides a theoretical background, guidelines on best practice, and skills development in Human Resource Management and is suitable for those recently transferred to an HR role who do not hold formal qualifications in HR, for HR Business Partners and those Managers who need a thorough understanding of HR practices.

COURSE OBJECTIVES

At the completion of this course participants should be able to:

- Understand Strategic HRM approaches (SHRM)
- Describe the role and functions of the modern HR Department
- Show awareness of employee resourcing, recruitment & reward
- Describe best practice in working with employees and assisting with employee problems
- Understand talent management concepts

COURSE CONTENT

- | | |
|--|---|
| • Human Resource Management (HRM) | • Recruiting, rewarding and retaining employees |
| • Main activities, responsibilities and tasks of HRM | • Total reward concepts |
| • Introducing Strategic HRM (SHRM) | • Talent management |
| • Qualifications and professional study | • Working with and assisting employees |
| • HR Administration and support | • EAPs and other support services |
| • Security and confidentiality | • Learning and development |

COURSE INSTRUCTOR

Tony Buon Dip. Wel., B.A (Psych), M.A (Hons) M. Litt (equiv) Dip Med, Grad Edu, CEAP, Cert.Med, MMII

Tony is a very experienced workplace psychologist, coach and published author. He is a Certified Employee Assistance Professional (CEAP) and a Certified Mediator (MII). Tony holds graduate and post-graduate degrees in psychology, behavioural sciences, and workplace education.

Tony has taught Leadership, Psychology and Human Resources Management up to Master's Level in Universities and Colleges in Australia and the UK and has also taught on an accredited M.B.A. programme.

He has worked with a number of leading organisations including 3M, ABB, Accor, ADCO, Atos, AXA, BP, BUPA, CIC, CNPC, Chevron Texaco, Coca-Cola, Continental Tyres, CSR, Diageo, Dolphin Energy, Dublin Airport Authority, DuPont, Halliburton, KNPC, London Hospital, Marathon Oil, Midlothian Council, NHS, Scottish Police College, Shell, Sonatrach, Sydney 2000 Olympic Games, Talisman, and University College London.