

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

This intensive, hands –on seminar will give you a solid overview of all aspects of HR. Quickly learn the essentials of the key HR functions and gain the confidence and know-how you need to succeed. You'll see how to develop a ready-to use action plan to put to work in your own organization.

HOW WILL YOU BENEFIT

- Understand HR's role as vital contributor to your organization
- Discover strategies to attract and retain top talent.
- Examine best practices for managing performance and creating compensation, training and benefit system.
- Identify and deal with potentially explosive issue with an eye to both legal requirement and the needs of your business

WHAT YOU WILL COVER

- Current HR trend and challenges
- Managerial and HR legal responsibilities
- Categories to avoid during the employment process
- Dealing with employment discrimination charges
- Employment and termination at will
- Challenges: variable skills, alternative work schedules, ethics, etc.
- Components of a good quality manual; sample handbook, template
- Use and objectives of an HRIS
- The effective compensation system
- Components of an efficient performance management program
- Grievance procedures; progressive discipline
- Total rewards: cost-effective, flexible benefits packages
- Evaluating training effectiveness
- Cost-effectiveness
- Cost-efficient employee retention strategies

WHO SHOULD ATTEND: HR Practitioners with with fewer than three years' experience or long time professionals looking for an HR management refresher.

