



HR FOR NON HR Manager

Course Introduction:

HR for Non HR Managers training course deals with the HR issues that many managers and supervisors are expected to deal with as part of their jobs. It introduces human resource concepts and covers the key areas of performance reviews, discipline and termination as well as related concepts like absenteeism, diversity and benefits.

Course Objectives:

By the end of this seminar, delegates will be able to:

- Discover where the responsibilities of their organizations HR function
- Master current best practices for conducting interviews and making "best hire" decisions
- Understand their role and responsibilities when facing a tangle of employment rulings
- Learn the mandated requirements for record keeping as well as records security
- Know how to identify and stop "innocent" workplace practices that could expose their organization to lawsuits
- Understand how to handle requests for medical accommodation disability and leaves of absence
- Have the insight to professionally deal with personal issues that affect staff
- Identify how to avoid legal pitfalls and costs by having an up-to-date awareness of employment law

Who Should Attend?

HR for Non HR Managers training course will benefit first time managers, supervisors, team leaders, sales managers, HR professionals, project managers, change managers, new managers, who understand the need to know more about critical HR issues, also for staff looking to progress into a management position.

Course Outline:

Defining Human Resources

- The Basics of HR Management

Interviewing And Selecting The Right People

- Finding Candidates – Sources of Job Applicants
- Effective recruitment
- Effective interviewing skills

Planning Training

- The Training Cycle
- Internal and External Training

Performance Reviews

Legal Responsibilities

- Key Legislation – Employee Rights
- Contracts and Handbooks
- Discipline and Grievance – 3 Steps
- Equality and Diversity
- Data Protection
- Redundancy
- Fair Pay
- Family Friendly Policies

Effective Absence Management

- Identifying what is authorized and unauthorized absence
- Latest legislation and its effect e.g. Parental leave, domestic leave, maternity leave, etc.

Termination of Employment

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

