

Introduction to Human Resources training - 2 days

As more day-to-day HR decisions are delegated to line management, the role of personnel and training specialists is changing. Aimed at those embarking on a career in HR or taking on new HR responsibilities, this course provides a broad overview of HR issues.

This Human Resources training course is designed for anyone contemplating, or embarking on a career in HR. Those who already have some responsibility for advice on HR as part of their role, or who may be taking on that responsibility.

Introduction to Human Resources Training Course Objectives:-

- The current and future role of HR specialists
- Planning for people
- Patterns of work in flexible organisations
- Recruiting and selecting the right people
- Equality in practice
- Training and development with purpose
- Performance management
- Rewarding employees
- Job evaluation
- The ethics of HR
- The basics of employment law
- The skill set for HR specialist

Introduction to HR Training Course Content

- Objectives and introductions
- Welfare to internal consultant: the changing role
- The basics of best HR practice in
 - planning for people
 - utilising people productively
 - finding the right people
 - developing the organisation through developing people
 - managing performance and development
 - putting value on jobs and rewarding appropriately
 - handling the ethical issues
 - achieving equality
- Measuring progress

An outline of key employment law issues