

Human Resource Management



**BE A SMART MANAGER!
BUILD ON THE CAPACITY OF YOUR PEOPLE**

Outline

One of the major tasks of management is to provide the organisation with adequate human resources and to create an environment where people uncap their potential and make best use of their own resources. Though, it often occurs that managers are dissatisfied with their staff members and do not see their expectations fulfilled. Employees, on the other hand, might feel frustrated because of unmanageable workload, or because they do not get the chances to perform quality work according to their abilities and inspirations.

Can such cases be diminished or prevented? Yes! Organisations need proper procedures of recruitment, selection, motivation, monitoring and development of staff. Managers need communication and counselling skills which are essential to effective leadership, supervising and coaching.

Who should attend?

This course is suitable for executive directors, heads of departments or project leaders and for other people who are assigned to supervise and lead a certain number of staff.

Managers or supervisors who wish to learn more about modern theories of human resource management and improve their skills to find new approaches to motivating people at work. Practitioners will derive valuable benefits from this training course.

Benefits to you and your organisation

- Knowledge of human resource management system and tools
- Ability to develop an HRM system that matches your unique organisational culture, needs and strategy
- Skills for recruiting suitable staff
- Ability to assess staff motivation and to elaborate respective mechanisms for improved commitment and productivity of staff members
- Skills and models for effective communication and counselling

Contents

- HRM system and its components
- Organisational culture
- Staff motivation
- Job analysis and description
- Staff recruitment and selection
- Conducting interviews
- Staff monitoring
- Review meetings
- Staff appraisal
- Staff rewarding
- Staff development
- Personal action plan