

MANAGING HR FUNCTIONS

& TALENT MANAGEMENT



Human resource management (HRM, or simply HR) is a function in organizations designed to maximize employee performance in service of an employer's strategic objectives. **HR** is primarily concerned with the **management** of people within organizations, focusing on policies and on systems.



70D Allen Avenue, Ikeja Lagos State. PHONE: 09167678828
WEBSITE: www.successdrives.net, EMAIL: info@successdrives.net

BRIEF PROGRAM OVERVIEW

This program is designed to work you through a step by step journey into the core Human Resource functions of an organization, through this you will develop a broad understanding of the key areas such as recruitment, training & development and performance management. The course has a consistent theme and the significant impact it has on the way we manage people today.

The Human Resource Management workshop will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. This workshop will provide your participants those skills and assist them with certain Human Resource situations.

Included in this program is Talent Management module. Talent Management is an investment. Every company wants to have the best and brightest employees, and with Talent Management that can be achieved. The item that usually accounts for the highest cost for a company is its work force. With a company's workforce being the highest cost to it, does it not make sense to invest in it? With Talent Management you are developing a more skilled workforce and attracting a higher caliber of new employee.

COURSE OBJECTIVES

- Describe the implications of different aspects of Human Resource Management on your daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for your employees' health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in your own workplace
- Understand the benefits of talent management.
- Identify employee engagement.
- Create assessments and training programs.
- Learn how to improve employee retention

DURATION: 3 DAYS

TRAINING PACK

- Award of Certificate of Participation, Customized Training Materials
- Case Studies and Activities Stimulation
- Resources & Tools for HR Manager
- Get our HR Management Software at 50% Discounted (N240,000 As against N400,000)

ACCOUNT DETAILS

Bank: First City Monument Bank Plc (FCMB)
Account Name: SuccessDrive Global Consult Ltd
Account Number: 246 809 3010

PROGRAMME CONTENT

Module One: A History of Human Resources

A Brief History

What is Human Resources Today?

Module Two: The Interview Process

The General Format

Types of Questions

Do's and Don'ts

Module Three: Employee Orientation

The Orientation Process

The Role of Management and the Role of HR

Tips and Tricks

Module Four: Following Up with New Employees

Daily Checklist for the First Week

Following Up at the End of the Week

Weeks and Months Later

Module Five: Workplace Safety

Understanding Your Role and Responsibilities

Understanding Local Rules

Understanding Industry-Specific Rules

Module Six: Dealing with Harassment And Discrimination

Defining Harassment

Types of Workplace Discrimination

A Manager's Responsibility

An Employer's Responsibility

Module Seven: Workplace Violence

Defining Violence

A Manager's Responsibility

An Employer's Responsibility

Module Eight: Managing Employee Performance

Choosing the Time and Place For Feedback

Types of Employee Appraisals

Using the Feedback Sandwich

Encouraging Growth and Development

Module Nine: Disciplining Employees

Understanding Your Role

Understanding Your Choices

Having the Meeting

Following Up

Module Ten: Terminating Employees

Documenting Events

Preparing for the Decision

Making the Decision

Communicating the Decision

Module Eleven: Understanding Talent Management

What is Talent Management?

Types of Talent

Skills and Knowledge Defined

Importance & Benefits

Challenges

Key Elements to Developing a Winning Strategy

Module Twelve: Talent Reviews

360 Degree Feedback

Talent Calibration

Maintaining an Effective Work Force

Looking to the Future

Module Thirteen: Succession & Career Planning

What is Succession Planning?

Developing a Plan

Executing the Plan

Overcoming Roadblocks

Case Study

Module Fourteen: Engagement

Employee Engagement

Generating Engagement

Influences

Case Study

Module Fifteen: Competency Assessments

Competency Assessment Defined

Implementation

Final Destination

Case Study

Module Sixteen: Coaching, Training & Development

Setting Goals

Developing Options

Providing Feedback

Wrapping Up

Module Seventeen: Employee Retention

Goals and Motivation

The Expectancy Theory

Object Oriented Theory

Case Study

Module Eighteen: Wrapping Up

Words from the Wise

Review of Parking Lot

Lessons Learned

Completion of Action Plans and Evaluations