



Effective workforce



management

The effective management of an organization's human resources is now recognized as a critical component in the success of public and private enterprises. Irrespective of size, the presence of well trained and highly motivated staff, will enable organizations to meet the fresh challenges that come from the rapidly changing business environment. The recognition of the importance of human resource management has led to a demand for trained and qualified HR Professionals is outstripping .supply

Students who complete the programme will find their HRM skills and their own personal marketability within the organization enhanced

(.Duration : 72 hr)

Module 1 : Human Resource Planning

.The strategic role of HR management in organizational development-

.Organizational structures and planning-

.Job analysis and design-

.Writing job description. -HR planning and recruiting-

-.Employee testing and selection. -Interviewing candidates

Module 2 : Performance Appraisals Compensation & Benefits

.Setting of performance standards-

.Designing performance appraisal systems that work-

.Establishing strategic pay plans-

.Pay for performance-

.Financial incentives. -Benefit plans-

Module 3 : Organizational Behavior

.The manageress' Role-

.Values, attitudes and behaviors-

.Personalities, abilities and job fit-

.Emotions and emotional intelligence-

.Individual and group decision making-

.Motivating your team-

.Building effective teams-

.Leadership and effective organizations

Module 4 : Training and development

.Training and developing employees-

.Conducting training need analysis-

.Preparing and implementing the corporate training plans-

.Evaluating training programs-

.Managing strategic organizational renewal-

.Managing careers and fair treatment-