1. Course Details:

Course Code : HRTM-008
Course Title : New Trends in Human Resources Management
Course Duration : 5 Days

2. Course Overview:

- Human Resource Management training course provides a comprehensive and modern overview of the role and activities of the Human Resource Department. It presents the latest tools and techniques for the effective management of people and offers opportunities to update and develop personal competency. The participants will enhance their knowledge about the processes involved, the systems used, and the skills needed to be successful in a modern HR Department. They will explore core activities ranging from the recruitment interview to an exit interview, examining the skills required and the various roles of the HR Professional.

3. Learning Outcomes:

- Describe the Role and Functions of the HR Department
- Understand Strategic HRM Approaches
- Show understanding of Employee Resourcing, Recruitment & Reward
- Understand Performance Management in a multi-cultural environment
- Describe Best Practice in Working with Employees and Assisting with Employee Problems
- State the Benefits of HR Planning and HR Ethics

4. Course Contents:

Overview of Human Resource Management:

- Introducing Human Resource Management
- Human Resource Management vs. Personnel Management
- Main Activities, Responsibilities and Tasks of HRM
- Strategic HRM
- Specialisms and Systems
- Modern Function Structure
- Qualifications and Professional Study
- Personal Qualities needed for HRM Work

Administration & Performance Management:

- Administration and Business Support
- Monitoring and Reporting
- Introduction to HR Databases and Computer Systems
- Security and Confidentiality of Employee Records
- Performance Management in a multi-cultural Setting
- Appraisal Systems and 360° Feedback
- Dealing with the Poor Performer

Recruiting, Retaining and Rewarding Employees:

- Social Media and Recruitment
- Choosing Appropriate Selection Techniques
- Assessment and Development Centers
- The Use and Limitations of Aptitude Tests and Psychometrics
- Induction for New Employees
- Retention Strategies
- Pay and Reward, Compensation and Benefits

Employee Support:

- Identifying and Managing Employee Problems
- Employee Assistance Programs
- Equality of Opportunity & Employee Diversity
- Dignity-at-work, Bullying & Harassment
- Grievance and Conducting Workplace Investigations
- Introducing Workplace Mediation
- Exit Procedures and Exit Interviews

HR Planning, Learning and HR Ethics:

- Human Resource Planning
- Integrated HR Strategies
- How do Adults Learn?
- Training and Development Interventions
- Learning Styles
- HRM Ethics & Professional Conduct
- Continuing Personal Development
- Personal Action Planning

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Human Resource Managers
- Line managers, team leaders and people managers
- 'Fast Track' management trainees who need a thorough grounding in HR
- Those who have recently joined an HR or Personnel Department
- Any existing HRM personnel
- Managers who would benefit from an understanding of the HR role and function