

# **Human Resources for Non- HR Professionals**

## Human Resources for Non-HR Professionals

Class Length: 4 Days

NASBA CPE : 20

Category: Business Skills

### Program Objectives:

#### By the end of the program, participants will be able to:

- Explain the main functions in Human Resources and the role of each.
- Know the functions of recruitment and selection and explain the main steps in attracting and hiring qualified candidates.
- Understand the cycle of Training and Development and how T&D works from identification of training needs to evaluation of training.
- Outline the roles and responsibilities of Human Resources in designing and implementing a performance management system.
- List the career options available for HR professionals and examine the best ways forward in light of these options.

### Program Outline/Seminar Contents:

#### Human Resources Management

- Definitions and Objectives of HRM
- The Main Functions in HR
- Characteristics of Effective HR Management
- Examples of HR Organization Charts

#### Recruitment and Selection

- Recruitment versus Selection
- Defining Requirements and Attracting Qualified Candidates
- Types of Assessment
- Types of Interviews
- The Selection Decision

### **Training and Development**

- Identification of Training Needs
- Design and Delivery of Training
- Effectiveness of Delivery Methods: The International Benchmarks

### **Performance Management**

- The Performance Management Cycle
- The Main Components of Performance Management
- Setting Up a Performance Management System

### **Careers in Human Resources**

- Generalist or Specialist: Advantages and Disadvantages
- Academic Qualification versus Professional Certification: Which Option Is Better?