



Mini Master Human Resource
Management (HRM) Training





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Introduction:

This human resource management HRM course provides a comprehensive view of HRM's strategic role in modern organizations. Participants will be immersed in modern practices, emerging trends, and core activities spanning job and exit interviews.

The Mini-master human resource management HRM training course enhances the participant's understanding of HR processes, tools, and techniques for effective people management. This training program aims to equip HR professionals with the necessary skills to meet the demands of the 21st-century workplace.

Targeted Groups:

- Newcomers to the Human Resources Department.
- Aspiring HR professionals.
- Current HR employees seek to update their skills with the latest practices and trends.
- Non-HR employees who aim to gain a better understanding of HR roles and functions.
- Any individual interested in personal development in the field of HR.

Course Objectives:

By the end of this master's in human resource management HRM training course, participants will:

- Comprehend the strategic approach to Human Resource Management SHRM.
- Recognize the varied roles and functions of the HR department.
- Understand key aspects of personnel recruitment, management, and rewards.
- Discover best practices for effective employee collaboration and support.
- Gain insights into performance management in diverse cultural environments.
- Acknowledge the importance of effective HR planning and ethical considerations.
- Develop a broader strategic perspective on the HR function and its contributions.
- Implement best practices for workforce provisioning and development.
- Strengthen abilities to foster positive employee relations and offer support.

Target Competencies:

At the end of this Mini master human resource management HRM training program, participants competencies will improve:

- Strategic HR management in today's business context.
- Proficient recruitment and talent acquisition.
- Manage the performance of a diverse workforce effectively.
- Design and optimize employee learning and development plans.
- Guiding employees through challenges and providing necessary support.
- Comprehend the evolution of HR and its impact on business.
- Analyze and characterize business requirements.
- Conduct rigorous HR planning and resource allocation.
- Implement talent acquisition and retention strategies.
- Evaluate and train personnel effectively.
- Conduct performance reviews and salary assessments.
- Create and maintain a conducive work environment.
- Ensure the preservation of human capital.

Course Content:

Unit 1: Foundations of Human Resource Management:

- Define HR and its significance.
- Understand the evolution of HRM.
- Explore HRM's role in business strategy.
- Transition from traditional HR roles to strategic partnerships.
- Evaluate contemporary HRM challenges.
- HRM practices and models in a dynamic workplace.
- Hands-on exercises and real-world applications.

Unit 2: Job Design and HR Planning:

- Understand job analysis and its relevance.
- Craft effective job descriptions and specifications.
- Step-by-step job analysis procedures.
- Data collection methods for job analysis.
- Elements and examples of job descriptions.
- Axioms and data requirements for HR planning.
- HR planning processes and their organizational impacts.

Unit 3: Talent Recruitment and Selection:

- Approach HR planning pragmatically.
- Estimate workforce requirements.
- Create and execute HR plans.
- Handle workforce surpluses and deficits.
- Comprehensive case studies on strategic HR planning.
- Explore internal and external recruitment methods.
- Analyze the benefits and challenges of various recruitment sources.
- Delve into the selection and hiring processes.

Unit 4: Employee Development and Performance Management:

- Identify the essentials of employee training and development.
- Recognize the objectives and benefits of managerial training.
- Structure and manage a training system.
- Identify operational and strategic training needs.
- Implement training methodologies.
- Measure the impact of training initiatives.
- Understand the components and systems for employee performance appraisal.

Unit 5: Compensation, Employee Motivation, and Career Development:

- Decipher the differences between wages and salaries.
- Explore job evaluation techniques and incentive systems.
- Understand motivational theories and their application.
- Analyze the manager's role in fostering team growth.
- Examine stages of organizational socialization and employee commitment.
- Define career path planning and its significant elements.
- Evaluate career development models.
- Address gender disparities in career progression.
- Engage in practical exercises and open discussions.