Hiring Smart: Human Resources

Welcome to the Hiring Smart; Human Resources Training program.

Hiring Smart; Human Resources Training is specifically designed for professionals, in the field of Human Resources who're responsible for tasks such as recruitment, screening, interviewing and selecting the suitable candidates. In addition to managing employee relations, payroll, benefits and training it's highly beneficial to empower HR professionals with self-opportunities for an efficient and productive operation.

Led by trainers with a background in resources Hiring Smart; Human Resources Training offers comprehensive sessions that include workbooks and customized materials to equip participants with essential knowledge. We also provide options for group training and workshops tailored to your company's needs.

Course Overview;

In the part of the session, we will create an environment where participants can introduce themselves and discuss what will be covered during the workshop. This also allows students to establish their learning objectives.

Throughout this workshop we aim to help participants achieve the following;

• Identify challenges in the field of resources and understand how supervisors and managers roles have evolved in terms of HR functions.

• Develop job specifications. Identify key competencies required for various positions.

• Utilize behavioral description interviewing techniques as a means of finding, selecting and retaining talent.

• Ensure an onboarding process that sets employees up, for success.

• Understand the importance of compensation and benefits, in the workplace.

• Foster positive employee relationships to create a work environment.

• Encourage collaborative performance appraisals to promote employee growth and development.

Introduction to Human Resources
To kick off the workshop we will delve into the concept of " resources". Explore real life scenarios that HR professionals commonly face.

Conducting a Skills Inventory
In this session we will explore the purpose and advantages of conducting a skills inventory within an organization.

Effective Forecasting Techniques
Human resource forecasting involves predicting an organizations future workforce needs. We will examine two forecasting methods; indexing and extrapolation.

Analyzing Job Roles
A job analysis ensures that job descriptions accurately reflect the responsibilities associated with each role. We will discuss the process of job analysis formats that can be utilized and participants will have an opportunity to complete a job analysis exercise.

Identifying Essential Job Skills
This session will focus on identifying both expertise and performance skills required for roles within an organization.

Crafting Position Profiles and Job Descriptions
During this segment we will explore what constitutes a job description through lectures and practical exercises.

Determining Necessity for New Hires
Evaluate whether hiring staff members is truly necessary in situations, by considering alternative approaches or internal resource utilization.

Is Hiring Necessary?
If you're, in need of filling a position there are approaches to consider of hiring externally. In this session we will explore some of those possibilities. Additionally, participants will engage in an exercise that aims to demonstrate the cost of hiring an employee.

Finding Candidates
Throughout this session we will delve into eight strategies for recruiting candidates.

Guidelines for Job Advertising
Within the course of this session, we will discuss factors to consider when crafting a job advertisement.

Resume Screening Process
Having a guide for screening resumes can prove valuable when making hiring decisions. This session will provide insights on how to develop and effectively utilize such a guide.

Preparing for Interviews
Preparation plays a role in conducting interviews. We'll examine a preparation checklist. Engage in role playing exercises to enhance participants interview skills.

Conducting Interviews
This session focuses on interviewing concepts, including the context of interviews criteria for objective assessments behavioral interview techniques and critical incidents analysis.

Post Interview Considerations
During this segment we will explore what participants should do after conducting an interview. Special emphasis will be placed on methods for evaluating candidates

Employee Orientation and Onboarding Processes
Establishing an orientation process is crucial, for an employee's success. Participants will have the opportunity to assess their company's practices. Additionally common challenges and potential solutions will be discussed.

Join the Leader
In this session we'll be exploring the skills, for leadership through an engaging activity.

Planning for Training
At some point in their careers most HR professionals will have to create training programs. In this session we'll delve into the training cycle and the process of conducting a training needs assessment. Additionally, participants will examine the pros and cons of external training methods.

Collaborating with External Service Providers
During this session we'll discuss factors to consider when selecting individuals or organizations to provide services for your company.

Evaluating Performance
Performance reviews play a role in fostering employee development. Through exercises case studies and informative lectures, we'll explore the performance review process.

Attendance Management
The financial impact of absenteeism, on companies is significant. Join us as we investigate causes and potential solutions through a lecture and an insightful case study.

Nurturing a Diverse Workforce
This session will focus on addressing common diversity challenges using group work sessions and informative lectures.

Privacy Concerns
As technology advances safeguarding personal information becomes increasingly important. In this session we will delve into the ten principles of protecting information.

Compensation and Benefits
In this session we will explore the importance of compensation and benefits, in retaining employees. We will also delve into the assignment process.

Managing Disciplinary Issues
This session will focus on a four-step system that can be applied to situations.

Terminating Employees
Letting go of an employee can be a task. Through discussions and a case study we will examine factors to consider and strategies to make this process somewhat easier.

Exit Interviews
Exit interviews serve as tools, for growth. We will discuss types of exit interviews and participants will receive a sample questionnaire.

Workshop Wrap-Up
Towards the end of the workshop students will have the opportunity to ask questions and complete an action plan.

Visit https://paramounttraining.com.au for more information or call 1300 810 725