



Human Resources Training: HR for the Non-HR Manager

In today's paced world it is becoming increasingly common for managers and supervisors to handle human resource matters. They may be required to contribute to developing job descriptions participate in interviews or take on responsibilities. This training session aims to familiarize these managers with the concepts of resources. We will guide you through the hiring process starting from conducting a skills inventory to carrying out interviews. Additionally, we will address topics such as orientation and address hiring issues like diversity considerations, compensation and disciplinary actions.

Our training session can be customized to meet the needs and time constraints of your team.

Course Overview;

The initial part of the workshop will allow participants to introduce themselves and discuss what will be covered throughout the day. Students will also have the opportunity to identify their learning objectives.

This one-day workshop is designed to help you teach participants how to;

- Recognize challenges, within the field of resources and understand how supervisors and managers roles are evolving in terms of HR functions.
- Write down the requirements, for the job. Identify the skills and qualifications needed.
- Use behavioral description interview techniques to find, select and retain the candidates.
- Ensure new employees have an onboarding experience.
- Understand the compensation and benefits structure, for employees.
- Foster positive employee relationships.
- Make performance appraisals a process.

Defining Human Resources;

At the start of the workshop, we will explore what "human resources" actually means. Additionally, we will engage in a case study that highlights some of the challenges faced by HR professionals.

Performing a Skills Inventory;

In this session we will examine what a skills inventory entail. Discuss its advantages.

Forecasting Techniques;

Human resource forecasting involves predicting an organizations employee requirement. We will delve into two forecasting methods; indexing and extrapolation.

Job Analysis;

A thorough job analysis ensures that job descriptions accurately reflect the tasks involved. We will cover what job analysis is, explore formats it can take and provide participants with an opportunity to complete a job analysis.

Identifying Job Competencies;

This session focuses on identifying skills and performance competencies required for jobs.

Position Job Descriptions;

In this session we will delve into the concept of job descriptions, through a lecture and an interactive exercise.

Considering Alternatives to Hiring

If you have a position, it's worth exploring options besides external hiring. This session will explore some of those possibilities. Moreover, participants will engage in an exercise that highlights the cost of hiring an employee.

Exploring Candidate Sourcing

Throughout this session we will examine eight methods for recruiting candidates.

Guidelines for Crafting Job Advertisements

In this session we'll discuss factors to consider when writing a job advertisement.

Screening and Evaluating Resumes

Using a resume screening guide can be incredibly beneficial during the hiring process. We'll cover how to develop and effectively utilize such a guide in this session.

Preparing for Successful Interviews

Thorough preparation is crucial for conducting interviews. We'll provide participants with a preparation checklist followed by role playing exercises to practice interview scenarios.

Conducting Interviews

This session will focus on interviewing techniques including the history of interviews objective criteria, for evaluations behavioral interviewing skills and handling critical incidents.

Post Interview Considerations

Once interviews are complete it's essential to know what steps to take next. This session will address what participants should do after conducting interviews while placing emphasis on candidate rating methods.

Employee Onboarding

Having an onboarding process plays a role, in the success of an employee. In this program participants will have the opportunity to evaluate their company's structure. Furthermore, we will engage in discussions regarding challenges that arise and explore solutions.

Follow the Leader

During this session participants will engage in a fun activity that aims to enhance their leadership skills.

Planning Training

At some point in every HR professional career, they will be tasked with developing a training program. In this session we will examine the training cycle. Delve into the process of conducting a training needs assessment. Participants will also explore the pros and cons of both internal and external training approaches.

Working with External Providers

This session focuses on guiding you through the criteria for selecting an individual or organization to provide services to your company.

Performance Reviews

Performance reviews play a role, in fostering employee growth. Throughout this session we will delve into the performance review process through exercises, case studies and informative lectures.

Attendance Management

The issue of absenteeism poses burden on companies each year. Through a lecture and examination of relevant case studies we aim to identify causes of absenteeism and propose effective solutions.

Managing a Diverse Workforce

In this session we aim to address diversity related challenges through group activities and informative lectures.

Privacy Concerns

With the rise of technology, the protection of information has become a significant issue. In this session we will delve into the ten principles that safeguard data.

Employee Compensation and Benefits

During this session we will explore how compensation and benefits play a role, in retaining employees. Additionally, we will review the pre assignment.

Addressing Disciplinary Matters

In this session we will examine a four-step process that can be applied to situations.

Termination of Employees

Letting go of an employee can be a task. Through discussions and a case study analysis we will explore factors to consider and strategies to ease the termination process.

Exit Interviews

Exit interviews serve as tools for company growth. We'll discuss types of exit interviews. Provide participants, with a sample questionnaire.

Wrapping Up the Workshop

Towards the end of our workshop students will have an opportunity to ask questions and create an action plan.

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