

Course Outlines

Course Name	Fundamentals of Human Resources
Conducted By	Techno Management
Duration:	2 Days
Preparations	Classroom with a Data Show and whiteboard or flipchart
Audience	All managers involved in Human Resources Management
Pre-Requisites	None
General Notes	None

Fundamentals of Human Resources

Course Contents

Course Description

This workshop explores some of the primary disciplines in the human resources function. While obtaining exposure to a wide variety of topics you gain insight, acquire knowledge, and develop skills in general human resources body of knowledge.

Course Outlines

1. The evolving role of the HR professional
2. Job Analysis
3. Recruitment, Selection and Hiring
4. Key elements of performance management
5. Components and importance of compensation

Audience

HR professionals/practitioners with less than two years of experience; individuals who do not currently specialize in on HR discipline and who are interested in learning about other HR disciplines' individuals who do not currently work in the field of human resources but who are interested in exploring HR as a possible profession.

Course Timing

1. Course duration is 2 days (16 hours)
2. Duration is from 9:00 am to 4:00 pm with one hour lunch break and two half an hour coffee breaks.