



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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THE ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Duration: 6 hours

Behind every great team is a great coach!!! Be the coach that guides the company's human resources toward success!!!



Leadership determines the direction of the company but it is the human resources who determine its success. Human resource officers therefore need to be equipped with the necessary skills which will enable them to effectively motivate and empower those human resources towards excellence in performance. This will ultimately lead to the firm's success.

Areas to be covered include:

- Roles of the Human Resource Officer
- Human Resource Planning
- Recruitment and Selection
- Job Analysis
- Training
- Compensation of Employees

This seminar will facilitate group activities, presentations and practice situations that are designed to challenge you to become a more effective HR professional.

Maximum number of participants: 20