Course Overview

In today’s fast-moving world, many managers and supervisors are expected to deal with some human resource issues. They may be asked to take part in developing job descriptions, sit in on interviews, or take responsibility for discipline. This three-day workshop will introduce those managers to human resource concepts. We will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring (such as diversity issues, compensation, and discipline).

Learning Objectives

At the completion of this workshop, you will be expected to know and understand:

* The latest trends in the human resource field and the changing role of the human resource professional.
* How to write job specifications and identify core competencies.
* Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
* How to get employees off to a good start.
* How to deal with compensation and benefits.
* How to maintain healthy employee relations.
* How to make performance appraisals a cooperative process.