

Sixteen-Hour HR Management Workshop

Day 1: Foundations of HR Management

Session 1: Introduction to Human Resource Management (2 hours)

- Overview of HR Management Functions
- Role and Responsibilities of HR Professionals
- Evolution of HR Practices

Session 2: Recruitment and Selection (2 hours)

- Understanding the Recruitment Process
- Effective Sourcing and Talent Acquisition Strategies
- Interviewing Techniques and Selection Criteria

Session 3: Employee Onboarding and Orientation (2 hours)

- Importance of Onboarding in Employee Engagement
- Designing Onboarding Programs
- Ensuring Compliance and Completion of Onboarding Tasks

Session 4: Performance Management (2 hours)

- Setting Performance Expectations and Goals
- Conducting Performance Appraisals and Reviews
- Providing Feedback and Coaching for Improvement

Day 2: Advanced HR Management Strategies

Session 5: Training and Development (2 hours)

- Identifying Training Needs and Objectives
- Developing Training Programs and Curriculum
- Evaluating Training Effectiveness and ROI

Session 6: Employee Engagement and Retention (2 hours)

- Strategies for Increasing Employee Engagement
- Recognizing and Rewarding Employee Contributions
- Addressing Employee Concerns and Reducing Turnover

Session 7: HR Legal Compliance (2 hours)

- Overview of Employment Laws and Regulations
- Ensuring Compliance with Labor Standards
- Handling HR Legal Issues and Disputes

Session 8: HR Metrics and Analytics (2 hours)

- Key HR Metrics for Measuring Performance
- Using HR Analytics to Inform Decision Making
- Implementing Data-Driven HR Strategies

Throughout the workshop, interactive discussions, case studies, role-plays, and group activities will be used to engage participants and reinforce key concepts. Participants will leave equipped with practical knowledge and strategies to effectively manage HR functions and contribute to organizational success.