

HR Management: Recruitment, Onboarding & HR Analytics

2 Days

16 HOURS

8

MODULES

24

TOPICS

LEARNING OBJECTIVES

- Explain the functions and evolving role of HR management
- Apply sourcing and interviewing techniques for recruitment and selection
- Design onboarding programmes for engagement and compliance
- Set performance expectations and conduct appraisals and feedback
- Identify training needs and evaluate training effectiveness and ROI
- Apply strategies for employee engagement, recognition and retention
- Explain employment laws and handle HR compliance and disputes
- Interpret HR metrics and analytics to inform decision making

TRAINING APPROACH

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.

8 Modules, 24 Topics

DAY 1 Foundations of HR Management

01

2 hours

Introduction to Human Resource Management

TOPICS

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

02

2 hours

Recruitment and Selection

TOPICS

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

03

2 hours

Employee Onboarding and Orientation

TOPICS

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

04

2 hours

Performance Management

TOPICS

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

05

2 hours

Training and Development

TOPICS

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

06

2 hours

Employee Engagement and Retention

TOPICS

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

07

2 hours

HR Legal Compliance

TOPICS

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

08

2 hours

HR Metrics and Analytics

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

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