KOENIG SOLUTIONS · COURSE OUTLINE

HR Fundamentals: Workforce Planning & Recruitment

Learn to apply core HR practice, from workforce planning and strategy to performance, engagement and recruitment.

8 Hours	5	16
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course looks at what HR means and the professionalism the role requires, before examining how HR practice has evolved and what good practice looks like, including the use of data. It then covers the link between people and strategy, with a focus on workforce planning. Performance management conversations, employee engagement, and reward and recognition are addressed next, followed by recruitment practices for bringing people into the organisation.

WHO THIS COURSE IS FOR

- **HR Professionals**
- **HR Managers**
- **Recruitment Specialists**
- **People Managers**
- **Workforce Planners**

LEARNING OBJECTIVES

- Explain what HR means and the professionalism it requires
- Describe the evolution of the HR profession and good practice
- Assess the importance of data in HR practice
- Analyse the link between people and organisational strategy
- Plan workforce requirements to support strategy
- Apply techniques for performance management conversations
- Evaluate approaches to employee engagement, reward and recognition
- Identify methods for bringing people into the organisation

COURSE SYLLABUS

5 Modules, 16 Topics

01

What HR Means

TOPICS

Getting started · HR professionalism

02

HR Practice

TOPICS

The evolution of the HR profession · What does good HR practice look like? · The importance of data · Impact of great HR practice

03

People and Strategy

TOPICS

People matter · Strategy · Workforce planning

04

Performance, Engagement, Reward and Recognition

TOPICS

Getting the best from yourself and others · Performance management conversations · Employee engagement · Reward and recognition

05

Recruitment

TOPICS

Tying it all together · Bringing people into the organisation · HR profession - recap

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

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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