HR Essentials

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In this HR Essentials course, you will learn the concepts, skills and knowledge to manage all aspects of the employee lifecycle, helping you get the best from your employees and to better achieve your organisational goals.

We will examine workforce planning processes, the recruitment of appropriate skill sets and training and development strategies used to optimise an employee's performance. We will also examine performance management, the link to remuneration and incentives, as well as the legislative requirements involved in employment.

Aims
The aim of this course is to provide you an overview of the employment management lifecycle so that you can get the best from your employees and better achieve your organisational goals.

Outcomes
By the end of this course, you should be able to:

Participate in workforce planning processes
Recruit and select appropriate employees
Implement performance management systems
Structure appropriate remuneration and incentives
Implement policies and procedures to ensure legislative compliance
Develop and implement training and development strategies.
Content
Workforce planning
Forecasting
Supply and demand gaps
Strategic human resource initiatives
Job design
Recruitment and selection
Recruitment strategies
Selection processes
Developing employees
On boarding
Training
Development options and career management
Remuneration and reward
Compensation
Performance related pay
Incentives and reward programs
Legal requirements
Diversity
Employment law
Work Health and Safety
Policy and procedures

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