TRAINING OUTLINE

COURSE TITLE	Fundamental HR for Non-HR Manager
DURATION	2 days

Introduction

Every people manager is a HR manager! Like it or not when someone report to you automatically you are managing human resources. Without doubt, you are expecting to deal with human resource issues either directly or indirectly from sourcing to select, select to assign, assign to perform, perform to reward, reward to retain, retain to develop, develop to promote and undevelopable to manage out. These tasks command certain level of human resource management skills and without it, managing subordinate will be a daunting task.

This 2-day course is specifically focus on recruitment and selection, performance management, reward and recognition, talent development, employee engagement and industrial relations. All manager regardless of department or industry should know fundamental HR skills to manage their resources effectively and efficiently.

Training Objective

At the end of this workshop, the participants are expected to be able to appropriately and independently:

- Apply right methods in assessing and selecting candidates.
- Set clear expectations and conduct performance assessment with minimum errors.
- Managing reward and recognition based on meritocracy.
- Conduct skill inventory & individual development plan to close the competency's gap.
- Forming & fulfilling psychological contract for employee engagement.
- Managing discipline in accordance with the industrial practices and governing laws.

Who Should Attend?

Department Heads, HR Executives, People Managers and Supervisors who manage direct report or individual contributor who wish to enhance imperative HR knowledge & skill.

Learning Methodologies

Learning module, workbook, case study, simulation

Course Content

Day 1

Recruitment and selection (1.5 hours)

- Resource planning - current and future needs
- Job description
- Sourcing
- Short-listing
- Selecting - behavioural-based interview
- Onboarding

Performance management (2.5 hours)

- Corporate goals, functional goals, individual goals
- Setting performance (SMART) objectives
- Performance assessment
- Feedback and coaching
- Minimize assessment errors.
- Performance 1-on-1

Reward & recognition (1.5 hours)

- Monetary and non-monetary recognition
- Meritocracy reward
- Reward discussion

Talent development (1.5 hours)

- Skill inventory
- Training needs analysis
- Individual development plans

Day 2

Employee engagement (2 hours)

- Psychological contract (formation – fulfilment)
- Engagement assessment
- Emotional intelligence (EQ)

Industrial relations (5 hours)

- Relevant section of Employment Act (2022)
- Misconduct (major-minor)
- Disciplinary action
  i.Showcause letter
  ii.Warning letter
  iii.Charge sheet
  iv.Domestic inquiry
  v.Dismissal