

HR on the Job

About the Workshop

The HR on the Job program is specifically designed to help HR professionals understand and implement HR Best Practices at work.

Topics Covered

- 1. Policies and Procedures**
 - a. Defining policy, process, procedure and form
 - b. Contents of the HR Policies and Procedures manual
 - c. Employee handbook
 - d. Analysis of sample policy and procedure
- 2. Performance Management for Better Results**
 - a. The Performance Management Process
 - b. Role of HR in the implementation of the Performance Management Process
 - c. How to define employees' objectives
 - d. How to conduct Performance Appraisal Sessions
- 3. Competency Based Recruitment & Interviewing Skills**
 - a. The Steps for Effective Recruitment and Selection
 - b. Practicing Resume screening and analysis
 - c. Conducting behavioural interviews
 - d. Job Analysis
 - e. New Hire Orientation and Induction Program
- 4. Career Development and Succession Planning**
 - a. Talent Management
 - b. Basics of Career Management and Succession Planning
 - c. Organizational Structure
 - d. Organizational Readiness for Change
 - e. Identifying High Potentials
 - f. Career Development Tools and Methodologies
 - g. Developing Internal Successors
- 5. Learning and Development**
 - a. Principles of adult learning
 - b. Kolb's learning styles
 - c. Learning Needs Analysis (LNA)
 - d. Developing a Learning Plan
 - e. Assessing the effectiveness of training programs
- 6. Compensation and Benefits**
 - a. Basic salaries, bonuses and benefits
 - b. Job evaluation methods
 - c. Entitlement culture vs. performance culture

- d. Internal vs. external pay equity (salary structure and salary surveys)
- e. Manpower Planning Overview

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 54 Hours