



## Introduction to Human Resources

### Course Objectives:

This one day course is designed to give a broad overview of Human Resources issues. It looks at how day-to-day decisions are changing and how these changes may affect line managers and the role of personnel and training specialists.

### Who Should Attend?

Those new to the profession of HR or line managers wishing to gain a good foundation of knowledge to support their management role.

### Course Content:

Topics covered in this course include:

- Human resource planning
- Flexibility in the workplace
- Finding the right people
- Developing the organisation through developing people
- Managing performance and development
- Pay and reward systems
- Handling ethical/employment law
- Achieving quality
- Measuring progress

On successful completion of the course delegates will receive a Certificate of Attendance.

**Duration:** 1 day

