BlackBird
FOR TRAINING

Essentials of Human Resources Management & Development

Human Resources
Munich (Germany)
20 - 24 Jan 2025

UK Traininig
PARTNER

Essentials of Human Resources Management & Development

Ref: 321378_130983 **Date:** 20 - 24 Jan 2025 **Location:** Munich (Germany) **Fees:** 4400 **Euro**

Introduction

Now, more than ever, HR professionals need new skills and a whole new set of competencies: technical, behavioral, and emotional, in order to be able to deliver strategic and tangible results. This course will enable you to transform yourself and your HR department into a business partners capable of delivering results and adding value to your organization.

Course Objectives of Human Resources Management & Development

- Demonstrate a thorough understanding of the nature of HR as a managerial function
- List all HR functions and responsibilities and identify their contributions to organizational success
- Play the four new roles that make HR a credible business partner in a modern organization
- Create an HR strategy that is aligned with the overall organizational strategy
- Measure the contribution of HR to the bottom line in both profit and non-profit organizations
- Assess the effectiveness of the human resources function through the use of 'SMART' Key Performance Indicators KPIs and indices
- Demonstrate how a competency framework can increase the effectiveness of the HR function
- List the core competencies of an HR professional.

Human Resources Management & Development Course Outlines

Day 1

Human management: An overview

- Definition and objectives of modern HR management
- HR management now and then
- The main functions of HR management
- Organization
- Resourcing
- Climate and culture

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- Training and development
- Performance management
- Total compensation management systems
- Personnel administration

Day 2

Competency-based HR management

- Competency definition
- Types of competencies
- The different competency components
- Competency-based recruitment and selection
- Competency-based training and development
- Competency-based performance management
- Benefits of competency-based HR?

HR business partner

- Four new roles to play
- Management of strategic HR
- Management of firm infrastructure
- Management of employee contribution
- Management of transformation and change
- Basic HR competencies required to play the four roles

Day 3

Recruitment Planning

- Adopting a "talent culture"
- Aligning our people requirements to business strategy
- The importance of creating a recruitment plan
- Recruitment and becoming an Employer of Choice
- Utilizing employee branding
- The recruitment process and the role of HR and managers
- Job descriptions, job analysis, and establishing the package
- Workforce planning

HR business partner and emotional intelligence

- The fundamental emotional intelligence framework
- The emotionally intelligent HR business partner

Day 4

Job analysis, description, and evaluation

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- The pervasiveness of the job description
- Four approaches for conducting job analysis
- Job Key Result Areas KRAs
- Writing job descriptions using the job key result area approach
- Characteristics of effective job descriptions
- Guaranteeing 'internal consistency' through job evaluation
- A bird's eye view of the job evaluation system

Day 5

Fundamentals of strategic HR management

- Analysis of the environment
- From SWOT analysis to vision and mission statements
- The link between strategy and performance
- Organizational vs. HR key result areas
- Measuring HR KRAs through SMART Key Performance Indicators KPIs
- Turning key performance indicators into SMART objectives
- The balanced scorecard: an overview

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