

5-day Interactive Training Course

HR for Non-HR

Strategic Partnership within the Organisation:
from Hiring to Appraisals

04 Nov - 08 Nov 2024	Dubai - UAE	US\$ 4,950
16 Dec - 20 Dec 2024	London - UK	US\$ 5,950
10 Feb - 14 Feb 2025	Dubai - UAE	US\$ 4,950
30 Jun - 04 Jul 2025	Dubai - UAE	US\$ 4,950
03 Nov - 07 Nov 2025	Dubai - UAE	US\$ 4,950



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About the Course

Human Resource is considered a support function because its work is to support the business in its entirety by sourcing, finalising, hiring, and training candidates for the job. They ensure that they get the right applicant that fits the role defined by the operations or other support functions. It is aimed at first-line managers, supervisors, team leaders, and anyone who has an element of people management within their day-to-day role to explain human resource management and why it's essential to all managers. We'll see that human resource management activities such as hiring, training, appraising, compensating, and developing employees are part of every manager's job.

This HR for Non-HR Professional training course is suitable for all managers who want a basic understanding of the key elements of people management. Likewise, it will provide the knowledge and tools needed to ensure you consistently get things right with people and performance. It will cover the employee life-cycle within an organisation from pre-recruitment to termination of employment. It identifies how HR can actively contribute to an organisation's success and future growth.

Core Objectives

Delegates will achieve the following objectives:

- Understand the basics of the human resource field and the changing role of supervisors and managers in terms of HR functions
- Analyse the job and write job specifications and identify core competencies
- Use behavioural description interviewing techniques
- Get new employees off to a good start
- Make performance appraisals a cooperative process

Training Approach

This training course will use a mixture of training methods with solid learning materials in the form of presentations, subject materials, and literature; it will also utilise more engaging techniques of group work, case studies, group discussions, and others to ensure hands-on training sessions.

The Attendees

This training course will be valuable to professionals, including (but not limited to) the following:

- L&D Team
- Human Resource Professionals
- Management and Leadership role holders
- Business Owners and Businesspersons of various pedigree
- Anyone who wants to understand what HR role could be

DAILY DISCUSSION

DAY ONE

OVERVIEW OF HR – MAIN INTERDICTION

- The Objective of HR Basic: Understanding the primary function of Human Resource
- The Basics of Job Analysis
- Talent Management Process
- Collects Information via the Job Analysis
- Writing Job Description

DAY TWO

RECRUITMENT & SELECTION

- Definition of Recruitment
- Personnel Planning & Recruitment
- Steps in Recruitment and Selection Process
- Qualified Employees
- Internal & External Talent
- Developing and Using Application Forms
- Basic Types of Interviews
- Structured vs Unstructured Interviews
- Interview Content: What Types of Questions to Ask?
- How to Design and Conduct an Effective Interview?
- Avoiding errors that can undermine an Interview's Usefulness
- Making a Decision and Offering Employment

DAY THREE

ORIENTING AND ONBOARDING

- The Purposes of Employee Orientation/Onboarding
- The Orientation Process and Implementation
- Training and Development
- The purposes Training and Development
- Levels of Training
- The Five-Step Training Process (ADDIE)
- Implementing the Training Program

DAY FOUR

PERFORMANCE MANAGEMENT AND APPRAISAL

- Basics of Performance Appraisal
- The Performance Appraisal Process
- The Purposes Appraise Performance
- Setting smart objectives
- Defining the Employee's Goals and Performance Standards
- Tools for Appraising Performance
- Managing and Conducting the Appraisal Interview
- Definition Performance Management
- Performance Management in Action

DAY FIVE

MANAGING CAREERS AND RETENTION

- Career Management
- The Psychological Contract
- The Employee's Role in Career Management
- The Employer's Role in Career Management
- Employer Career Management Methods
- Managing Employee Turnover and Retention



THE CERTIFICATE

XCalibre Training Centre Certificate of Completion will be provided to delegates who attended and completed the training course.