

## The Human Resources Officer: Effective HR Practice

### Introduction

Designed with the experienced Human Resources Manager in mind, this course focuses in depth on the major HR activities, and the development of

policy, practice and procedure. Delegates will take part in a highly participative session, exploring functions of the HR profession, and will be formulating new ideas for their team and their organisation.

### Course Objectives

- **Examined** their role and the role of the HR function in their organisation
- **Defined** their organisation and the opportunities for the HR function within it
- **Understood** the main HR activities and their contribution to business effectiveness
- **Explored** key behavioural factors that shape people's behaviour
- **Designed** a strategic HR policy framework within the various current business models
- **Understood** effective performance management in all its forms and developed frameworks for successful value added interventions
- **Developed** an action plan for implementation in the workplace

### Course Content

Organisations and Strategic HR: their inter-relationship and inter-dependence

HR and Best Practice: the activities defined and benchmarking techniques

Behaviour and motivation: developing a committed workforce and understanding the barriers

Performance management, performance appraisal and capability: setting standards and maintaining the focus

Team building and personal skills: influencing and negotiating styles, handling meetings effectively and getting the best out of your team

**Duration:** 2 Day Course

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