

**Human Resources Management**

# Human Resource Management and Recruitment

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2566**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

For businesses today, managing people is crucial. Human Resources Management (HRM) deals with the management of an organisation's workforce, from the most junior member of staff to the chief executive. Every business wants to attract, motivate, and keep qualified employees and match them to jobs for which they are well suited. Human resources managers accomplish this by directing the administrative functions of human resource departments. Their work involves overseeing employee relations, regulatory compliance, and employee-related services such as payroll, training, and benefits. They supervise specialists associated with the HR department and support staff and ensure that tasks are completed accurately and on time.

## Course Outcomes

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- Formulating performance standards for team members in a unit.
- Establishing systems for monitoring performance of team members.
- Preparing for a performance review of a team member.
- Conducting performance review interview.
- Plan and prepare for recruitment and selection
- Recruit applicants.
- Select staff.
- Demonstrating an understanding of the purpose, application of the Basic Conditions of Employment Act.
- Describing the regulation of working time and leave as set out in the Basic Conditions of Employment Act.
- Describing the particulars of employment, remuneration and termination of employment as set out in the Basic Conditions of Employment Act.
- Demonstrating an understanding of the monitoring, enforcement and legal proceedings as set out in the Basic Conditions of Employment Act.
- Able to to effectively handle hearings and reach reasoned decisions on the basis of evidence presented.

## Course Outline / Curriculum

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### Human Resources Management

- Apply basic business concepts
- Assess legal contracts for business
- Represent stakeholders in consultations and discussions on matters that arise at shop floor level
- Work as a project team member

### Industrial Psychology

- Explain the fundamentals of the concept of 'wellness'
- Explain the need for wellness awareness programmes
- Apply knowledge of HIV/AIDS to a specific business sector and a workplace

### Training and Development

- Recruit and select candidates to fill defined positions
- Induct a new employee
- Perform one-to-one training on the job
- Manage individual and team performances

### Labour Relations

- Demonstrate understanding of employment relations in an organisation
- Participate in the implementation and utilisation of equity related processes
- Analyse the skills development legislation and apply it in the workplace

### Computer Skills

- Concepts of Information and Communication Technology (ICT)
- Using the Computer & Managing Files
- Word Processing
- Spreadsheets
- Using Databases
- Presentation
- Web Browsing and Communication (Internet & email: Outlook)

## Target Audience

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Human resource managers, supervisors and practitioners

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Human Resource Management and Recruitment
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date