MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 20-Nov-2026

Course Profile Document

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	DELIVERY	DURATION	PREPARED FOR
MSD2566	**Online / Face-to-Face**	**Flexible**	**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

- 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

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

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
- Nairob
- 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
- Flexib

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.

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

Authorised Name _____ Signature / Stamp _____ Date _____