MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

Human Resources management and Performance Appraisal

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2568	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

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Course Overview

The Human Resources Management and Performance Appraisal course offered by Magna Skills is designed to provide HR professionals, managers, and business leaders with in-depth knowledge and practical skills in human resources management and the implementation of effective performance appraisal systems. This course covers key concepts such as HR planning, recruitment, training and development, performance management, and employee evaluation, equipping participants with the tools needed to enhance organizational performance and employee satisfaction.

Course Outcomes

- **Understand the Fundamentals of HR Management:**
  - Learn the core functions of human resources management.
  - Understand HR planning, recruitment, selection, and retention strategies.
- **Develop Effective Performance Appraisal Systems:**
  - Gain insights into various performance appraisal methods and techniques.
  - Learn to design and implement effective performance evaluation systems.
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Enhance Employee Training and Development:

- Understand the importance of employee development and career planning.
- Learn how to design and deliver impactful training programs.

- **Implement Performance Management Strategies:**
  - Develop strategies for managing and improving employee performance.
  - Learn how to set performance standards, goals, and expectations.
- **Improve Employee Relations and Engagement:**
  - Understand the role of employee relations in HR management.
  - Learn techniques to enhance employee engagement and satisfaction

Course Outline / Curriculum

Module 1: Introduction to Human Resources Management

- Overview of HR management functions and roles
- Strategic HR planning and workforce analysis
- Recruitment, selection, and onboarding processes

Module 2: Performance Appraisal Fundamentals

- Purpose and benefits of performance appraisals
- Traditional and modern appraisal methods
- Designing an effective performance appraisal system

Module 3: Employee Training and Development

- Importance of training and development in HRM
- Identifying training needs and skill gaps
- Designing, implementing, and evaluating training programs

Module 4: Performance Management Systems

- Setting performance standards and objectives
- Continuous performance monitoring and feedback
- Conducting performance reviews and evaluations

Module 5: Performance Appraisal Techniques

- Self-assessment, peer review, and 360-degree feedback
- Behavioral and competency-based appraisal methods
- Addressing biases and ensuring fairness in appraisals

Module 6: Employee Relations and Communication

- Building effective employee relations
- Conflict resolution and grievance handling
- Techniques for effective communication and feedback

Module 7: Enhancing Employee Engagement

- Strategies to boost employee motivation and morale
- Employee recognition and reward systems
- Creating a positive organizational culture

Module 8: Legal and Ethical Considerations in HRM

- Understanding labor laws and regulations
- Ensuring compliance in HR practices
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Ethical issues in performance appraisals and HRM

Module 9: HR Metrics and Analytics

- Measuring HR effectiveness and efficiency
- Key HR metrics and performance indicators
- Using data to inform HR decisions and strategies

Module 10: Case Studies and Practical Applications

- Analysis of real-world HRM and performance appraisal cases
- Practical exercises and role-playing scenarios
- Group discussions and feedback sessions

Who Can Attend:

- HR professionals and practitioners
- Managers and team leaders
- Business owners and entrepreneurs
- Organizational development specialists
- Students and graduates in HRM and related fields
- Anyone interested in enhancing their HR and performance management skills

Summary: The Human Resources Management and Performance Appraisal course is designed to provide participants with a comprehensive understanding of HRM principles and practices, with a particular focus on performance appraisal systems. Through a combination of theoretical learning, practical exercises, and real-world case studies, participants will develop the skills needed to manage human resources effectively, enhance employee performance, and foster a positive organizational culture. This course is ideal for HR professionals, managers, and anyone looking to improve their HR management capabilities and implement successful performance appraisal systems

Target Audience

Human resource managers, supervisors and practitioners

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability andservice delivery.

Sponsor-Friendly

This document isdesigned to helpsupervisors, HR units andsponsors approve delegate participation quickly.

ProfessionalRecognition

Delegates receivetraining documentationand a certificate ofcompletion aftersuccessful 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 Resources management and Performance Appraisal
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 _____