MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 19-Nov-2026

Course Profile Document

Human Resources Management

Human Resources Management

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2825	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Human Resources Management course offered by Magna Skills is designed to equip HR professionals, managers, and aspiring HR leaders with the essential knowledge and skills needed to manage and develop an organization's human capital effectively. The course covers core HR functions, including recruitment, employee relations, performance management, training and development, and compliance with labor laws. Participants will learn how to align HR strategies with organizational goals to drive performance, engagement, and retention.

Course Outcomes

1. **Understand Core HR Functions:**
   - Gain a comprehensive understanding of the fundamental roles and responsibilities of human resources management.
   - Learn how to effectively manage recruitment, employee relations, and compensation.
2. **Implement Performance Management Systems:**
   - Develop and implement effective performance management systems that align with organizational goals.
   - Learn techniques for conducting performance appraisals and providing constructive feedback.
3.

Enhance Employee Development and Training:

- Design and implement employee training and development programs.
- Foster a culture of continuous learning and professional growth within the organization.

4. **Manage Employee Relations and Compliance:**
   - Learn to manage employee relations issues, including conflict resolution and grievance handling.
   - Understand labor laws and regulations to ensure compliance and minimize legal risks.
5. **Strategic HR Planning:**
   - Align HR strategies with the organization’s goals and objectives.
   - Learn workforce planning and talent management strategies to support organizational growth.

Summary:

The Human Resources Management course provides participants with the skills and knowledge needed to effectively manage human capital in today’s dynamic work environment. Through practical applications and real-world case studies, participants will develop expertise in core HR functions, performance management, employee development, and compliance with labor laws. This course empowers HR professionals to create a positive impact on organizational performance and employee engagement.

Course Outline / Curriculum

Module 1: Introduction to Human Resources Management

- Overview of HR management roles and responsibilities
- Key HR functions and their impact on organizational success
- Evolution of HR practices and emerging trends

Module 2: Recruitment and Selection

- Effective recruitment strategies and talent acquisition
- Screening, interviewing, and selection techniques
- Onboarding and orientation best practices

Module 3: Performance Management

- Designing and implementing performance management systems
- Conducting performance appraisals and providing feedback
- Setting performance goals and developing improvement plans

Module 4: Employee Training and Development

- Identifying training needs and designing development programs
- Creating a culture of continuous learning
- Evaluating the effectiveness of training programs

Module 5: Compensation and Benefits

- Understanding compensation strategies and pay structures
- Designing employee benefits packages that attract and retain talent
- Managing compensation-related compliance issues

Module 6: Employee Relations and Conflict Resolution

- Building positive employee relations and fostering a productive work environment
- Handling grievances and resolving workplace conflicts
- Managing disciplinary actions and ensuring fair treatment

Module 7: Compliance with Labor Laws and Regulations

- Understanding employment laws and regulations
- Ensuring compliance with workplace safety and labor standards
- Minimizing legal risks and managing HR-related legal issues

Module 8: Strategic Human Resources Planning

- Aligning HR strategies with organizational goals
- Workforce planning and succession management
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Talent management and leadership development

Module 9: HR Metrics and Analytics

- Using HR data and analytics to drive decision-making
- Key performance indicators (KPIs) for HR effectiveness
- Analyzing HR metrics to improve organizational performance

Module 10: Future Trends in Human Resources Management

- Exploring the impact of technology on HR practices
- Adapting to changes in the workforce and work environment
- Emerging trends in employee engagement and retention strategies

This course is ideal for HR professionals, managers, and anyone seeking to develop their human resources management skills and contribute to their organization’s success.

Target Audience

Human Resources Management

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
- 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
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 _____