

## Human Resources management and Performance Appraisal Course Details

Department: Human Resources Management

Presented by Magna Skills Development Institute

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## Course Summary

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 Objectives

- **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.
- **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

### 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
- 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

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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning

- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.