

Human Resources Management Course Details

Department: Human Resources Management

Presented by Magna Skills Development Institute

Date Created: 14-May-2025

Training Coordinator: Denis Wunganayi



CORPORATE TRAINING
Agency

OUR SERVICES :

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website
www.magnaskills.com

 **MAGNA SKILLS**
www.magnaskills.com



Course Summary

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 Objectives

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

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
- 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.

**ENHANCE
TRANSPARENCY &
EFFICIENCY
ENROLL NOW!**

**Magna Skills Course:
Ensuring Transparency,
Accountability, and Impact
in Donor-Funded
Projects through Advanced
Financial Management**



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.