

Human Resource Management Course Details

Department: Human Resources Management

Presented by Magna Skills Development Institute

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Course Summary

Welcome to the Human Resource Management workshop. As companies modify priorities and operations, human resources functions can move from a dedicated HR role, to that of the manager.

Whether the majority of those important functions stays within HR at your organization, or is your responsibility as a manager, it is important that managers understand how much of their role is really about their people, as well as aspects of legislation, policy, and procedures that involve human resourcing issues.

Course Objectives

Research has consistently demonstrated that when clear goals are associated with learning that the learning occurs more easily and rapidly. With that in mind, let's review our goals for today.

By the end of this workshop, participants will be able to:

- Describe the implications of different aspects of Human Resource Management on their daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for your employees' health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in your own workplace
- Identify three areas for further development within the Human Resources field as part of a personal action plan

Course Outline

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Human Resources Today

- What is Human Resources Today?
- Key Factors Influencing Human Resources Today
- Growth in Human Resource Management

- Case Study
- Module Two: Review Questions

Module Three: Recruiting and Interviewing

- The Job Selection Process
- Get Good at Interviewing
- Interviewing Fairly
- The Best Way to Interview
- Case Study
- Module Three: Review Questions

Module Four: Retention and Orientation

- Getting Off on the Right Track
- Creating an Engaging Program
- Using an Orientation Checklist
- Case Study
- Module Four: Review Questions

Module Five: Following Up With New Employees

- Checking In
- Following Up
- Designing the Follow-Up Schedule
- Case Study
- Module Five: Review Questions

Module Six: Workplace Health & Safety

- Understanding Your Role and Responsibilities
- Understanding Local and Industry Specific Rules
- Training for Managers
- Case Study
- Module Six: Review Questions

Module Seven: Workplace Bullying, Harassment, and Violence

- Definitions
- Costs to the Organization
- The Manager's Role
- An Employer's Responsibility
- Case Study
- Module Seven: Review Questions

Module Eight: Workplace Wellness

- Wellness Behaviors
- Wellness Trends
- The Case for Wellness
- Case Study
- Module Eight: Review Questions

Module Nine: Providing Feedback to Employees

- Feedback Model
- The Feedback Sandwich
- Encouraging Growth and Development
- Case Study
- Module Nine: Review Questions

Module Ten: Disciplining Employees

- The General Discipline Process
- The Progressive Discipline Process
- Having Discipline Meetings
- Following Up
- Case Study
- Module Ten: Review Questions

Module Eleven: Terminating Employees

- Documenting Events

- Making the Decision
- Communicating the Decision
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise



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.