

## Human Resource Management Workshops

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Course Number: 01017

Soft Skills: Human Resource Management Workshops

Course length: 3.0 day(s)

### Course Description

BLE's human resources management and training Workshops provide skills, behaviors and strategies for recruiting employees, reducing employee turnover, promoting employee development and retaining a talented, flexible and diverse workforce.

Use the practical advice in our human resources management training Workshops to create an environment that fosters to professional satisfaction and encourages employee development—one way to ensure that your company has a true and sustainable competitive advantage. Plus, take our training Workshops to discover new approaches and techniques for training employees and building organizational unity.

### Course Objectives:

- Understand HR management's new role as a strategic business partner—and its vital contribution to your organization's success
- Discover strategies to attract and retain top talent
- Examine best practices for managing HR, including improving performance and creating compensation, training and benefit systems that drive bottom-line results
- Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- Analyze human resources management issues and develop action plans you can implement immediately in your organization

### Performance –Based Objective:

- Articulating the strategic and functional roles HR performs for the organization
- Describing the human resources management disciplines employed by effective organizations
- Identifying stakeholders and capturing their requirements
- Establishing HR management policies and practices that comply with federal laws

- Knowing when to seek help from legal experts
- Identifying compliance “red flags” as they occur

### **Employment Lifecycle**

- Understanding the key elements and phases of the employment life cycle

### **Workforce Strategy**

- Creating strategic alignment between HR and organizational business objectives
- Recognizing the significance of workforce planning in your business
- Explaining the need and value for advancement/succession planning throughout the organization
- Formulating strategies for employee retention

### **Acquiring Talent**

- Describing HR’s role in talent acquisition
- Determining the appropriate workforce strategies required to achieve business objectives
- Identifying interview and selection practices that produce effective hiring decisions
- Constructing orientation and on-boarding programs that accelerate time to performance

### **Performance Management**

- Describing HR’s role in performance management
- Explaining the different types of systems used to manage performance
- Identifying performance management methodologies needed to achieve business objectives

### **Training and Development**

- Describing HR’s role in training and development
- Identifying employee development strategies required to achieve business objectives

### **Compensation and Benefits**

- Describing HR’s role in compensation and benefits
- Producing relevant total reward strategies
- Identifying compensation and benefit methodologies needed to achieve business objectives

## **Termination**

- Describing HR's role in termination
- Explaining at-will employment
- Differentiating between voluntary and involuntary termination

## **Personal Action Plan**

- Analyzing relevant human resources management issues and presenting findings
- Transferring learning from the classroom to on the job within 24 hours

## **Target Student:**

HR novices with less than three years of experience or long-time professionals looking for an HR management refresher

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



**For Training Information, call 410-461-1083**