

HR Essentials

Learning Outcomes:

- Identifying HR needs
- Developing an organizational chart
- Creating a job analysis and job descriptions
- Developing recruitment strategy
- Designing job postings
- Developing the interview and selection processes
- Designing performance management system – goals, appraisals, discipline, termination, and exit interviews
- Creating and designing personnel files
- Developing employee policies & procedures
- Identifying training practices
- Creating an employee-friendly work cultures
- Leading and managing staff meetings
- Designing a succession plan

Standard Topics:

- ✓ Building a staffing strategy
- ✓ Job analysis and job descriptions
- ✓ The hiring process
- ✓ Performance management
- ✓ Human resources best practices
- ✓ Succession planning