



Foundation skills for new HR Officers



HR Officers Training Course Outline

Foreword:

Whether you are a new HR Officer, or you are responsible as a manager for HR function this course will help you understand how much of that role is really about people, as well as aspects of legislation, policy, and procedures.

Learning Outcomes

By the end of this course participants will be able to:

- Describe the implications of different aspects of Human Resource Management on your 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 length:

1-day

<p>Foundation Skills for New HR Officers Training Course - Lesson 1</p> <p>Human Resources Today</p> <ul style="list-style-type: none">• What is Human Resources Today?• Key Factors Influencing Human Resources Today• Growth in Human Resources	<p>Foundation Skills for New HR Officers Training Course - Lesson 2</p> <p>Recruiting and Interviewing</p> <ul style="list-style-type: none">• The Job Selection Process• Get Good at Interviewing• Interviewing Fairly• The Best Way to Interview•
<p>Foundation Skills for New HR Officers Training Course - Lesson 3</p> <p>Retention and Orientation</p> <ul style="list-style-type: none">• Getting Off on the Right Track• Creating an Engaging Program• Using an Orientation List	<p>Foundation Skills for New HR Officers Training Course - Lesson 4</p> <p>Following up with New Employees</p> <ul style="list-style-type: none">• Checking in• Following up• Designing the Follow-up Schedule

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<p>Foundation Skills for New HR Officers Training Course - Lesson 5 Workplace Health and Safety</p> <ul style="list-style-type: none">• Understanding your role and Responsibilities• Understanding Local and Industry Specific Rules• Training for Managers	<p>Foundation Skills for New HR Officers Training Course - Lesson 6 Verbal Communication Skills</p> <ul style="list-style-type: none">• Listening and Hearing: they aren't the Same• Asking Questions• Communicating with Power
<p>Foundation Skills for New HR Officers Training Course - Lesson 7 Non-Verbal Communication Skills</p> <ul style="list-style-type: none">• Body Language• The Signals you Send to Others• It's not what you Say, It's how you Say it	<p>Foundation Skills for New HR Officers Training Course - Lesson 8 Workplace wellness</p> <ul style="list-style-type: none">• Wellness behaviours• Wellness trends• The Case for Wellness
<p>Foundation Skills for New HR Officers Training Course - Lesson 9 Providing Feedback to Employees</p> <ul style="list-style-type: none">• Feedback Model• The feedback sandwich• Encouraging growth and development	<p>Foundation Skills for New HR Officers Training Course - Lesson 10 Disciplining Employees</p> <ul style="list-style-type: none">• The general discipline process• The Progressive Discipline Process• Having Discipline Meetings• Following Up
<p>Foundation Skills for New HR Officers Training Course - Lesson 11 Terminating Employees</p> <ul style="list-style-type: none">• Documenting events• Making the decision• Communicating the decision	<p>Foundation Skills for New HR Officers Training Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the wise• Your notebook

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