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**silicon  
beach**  
TRAINING

## Human Resources

**Duration:** 2 days

**Prerequisites**

There are no prerequisites for this course

This Human Resources training course is designed for anyone contemplating, or embarking on a career in HR. Those who already have some responsibility for advice on HR as part of their role, or who may be taking on that responsibility.

As more day-to-day HR decisions are delegated to line management, the role of personnel and training specialists is changing. Aimed at those embarking on a career in HR or taking on new HR responsibilities, this course provides a broad overview of HR issues.

### Objectives

After this Human Resources training course, delegates will have knowledge of:

- The current and future role of HR specialists
- Planning for people
- Patterns of work in flexible organisations
- Recruiting and selecting the right people
- Equality in practice
- Training and development with purpose
- Performance management
- Rewarding employees
- Job evaluation
- The ethics of HR
- The basics of employment law
- The skill set for HR specialist

### Course Content

- Objectives and introductions
- Welfare to internal consultant: the changing role
- The basics of best HR practice in:
  - Planning for people
  - Utilising people productively
  - Finding the right people
  - Developing the organisation through developing people
  - Managing performance and development
  - Putting value on jobs and rewarding appropriately
  - Handling the ethical issues
  - Achieving equality
- Measuring progress
- An outline of key employment law issues

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### Related Courses

**Management Skills for New Managers:** 2 days

**Leadership Skills:** 2 days

**Recruitment & Selection:** 2 days

**Performance Appraisals:** 1 day

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