

Human Resources Management



This is a ten week course where participants will cover a broad range of Human Resources topics.

This is a Level 6 Certificate programme covers the following areas:

- The HRM Function within a business.
- Key Personal Skills/Competencies for HRM Practitioners
- Human Resource Planning
- The Roles and Responsibilities of Line Managers with regard to HRM
- Recording, Analysing and Utilising Information
- Performance Development and Reward Management
- Recruitment & Selection Policies and Procedures & Skills in Recruitment and Selection Interviewing
- Induction and Probation
- Employee Relations
- Employment Law

The course also examines Communications - Formal and Informal, how different departments deal with and communicate with each other and why in respect of HR issues.

It looks at the role of the Human Resources Department – what it does and those extremely important functions it carries out – the legal elements, recruitment, training, planning, incentive schemes etc.

There are three Skills Demonstrations, a Project and an end of course exam.

For the “Project” candidates are given a time frame of three weeks to complete and it is usually distributed on week 3.

Skills Demonstration 1 is distributed on week 2

For the second and third Skills Demonstrations candidates have one week each to complete and it is usually distributed on week 9. The Skills Demonstrations are recorded and this may be completed after the completion of the course and will take approximately one hour in total

There are two weeks allocated for examination preparation and revision.

There is a mixture of theory, which is necessary for the exam, and practical – conducting “Job Interviews”, “Performance Appraisals” and “Disciplinary Interviews”.

Candidates receive handouts of the notes that are used each evening via PowerPoint presentations.

Candidates have access to computers during class time on a number of evenings, with the assistance of the tutor, so that they can complete some tasks that they may be having been having difficulty with or have not been able to complete at home.

Classes consist of presentations, discussions and exercises where there is full class participation.

This course would be ideal for:

- Staff who have recently moved into the field of Human Resource Management
- Line Managers and Supervisors to whom HRM responsibility has been devolved
- Staff eager to update their HRM knowledge and skills
- Those wishing to pursue a career in Human Resource Management