

Essentials of Human Resources Management &  
Development

*Berlin (Germany)*

*20 - 24 January 2025*

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## Essentials of Human Resources Management & Development

Code: HR28 From: 20 - 24 January 2025 City: Berlin (Germany) Fees: 4200 Pound

### Introduction

Now, more than ever, HR professionals need new skills and a whole new set of competencies: technical, behavioral, and emotional, in order to be able to deliver strategic and tangible results. This course will enable you to transform yourself and your HR department into a business partners capable of delivering results and adding value to your organization.

### Course Objectives of Human Resources Management & Development

- Demonstrate a thorough understanding of the nature of HR as a managerial function
- List all HR functions and responsibilities and identify their contributions to organizational success
- Play the four new roles that make HR a credible business partner in a modern organization
- Create an HR strategy that is aligned with the overall organizational strategy
- Measure the contribution of HR to the bottom line in both profit and non-profit organizations
- Assess the effectiveness of the human resources function through the use of 'SMART' Key Performance Indicators KPIs and indices
- Demonstrate how a competency framework can increase the effectiveness of the HR function
- List the core competencies of an HR professional.

### Human Resources Management & Development Course Outlines

#### Day 1

##### Human management: An overview

- Definition and objectives of modern HR management
- HR management now and then
- The main functions of HR management
- Organization
- Resourcing
- Climate and culture
- Training and development
- Performance management
- Total compensation management systems
- Personnel administration

#### Day 2

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The text 'UK Training PARTNER' is overlaid on the board. The king piece is the most prominent, standing on a white square. The queen is on a black square, the rook on a white square, and the pawn on a black square. The text 'UK Training' is in a smaller font above 'PARTNER', which is in a large, bold, black font.

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### Competency-based HR management

- Competency definition
- Types of competencies
- The different competency components
- Competency-based recruitment and selection
- Competency-based training and development
- Competency-based performance management
- Benefits of competency-based HR?

### HR business partner

- Four new roles to play
- Management of strategic HR
- Management of firm infrastructure
- Management of employee contribution
- Management of transformation and change
- Basic HR competencies required to play the four roles

### Day 3

#### Recruitment Planning

- Adopting a 'talent culture'
- Aligning our people requirements to business strategy
- The importance of creating a recruitment plan
- Recruitment and becoming an Employer of Choice
- Utilizing employee branding
- The recruitment process and the role of HR and managers
- Job descriptions, job analysis, and establishing the package
- Workforce planning

#### HR business partner and emotional intelligence

- The fundamental emotional intelligence framework
- The emotionally intelligent HR business partner

### Day 4

#### Job analysis, description, and evaluation

- The pervasiveness of the job description
- Four approaches for conducting job analysis
- Job Key Result Areas KRAs
- Writing job descriptions using the job key result area approach
- Characteristics of effective job descriptions
- Guaranteeing 'internal consistency' through job evaluation
- A bird's eye view of the job evaluation system

### Day 5

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## Fundamentals of strategic HR management

- Analysis of the environment
- From SWOT analysis to vision and mission statements
- The link between strategy and performance
- Organizational vs. HR key result areas
- Measuring HR KRAs through SMART Key Performance Indicators KPIs
- Turning key performance indicators into SMART objectives
- The balanced scorecard: an overview

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