

ESSENTIALS OF HUMAN RESOURCES MANAGEMENT & DEVELOPMENT



GENTEX[®]
TRAINING CENTER



Introduction

Essentials of Human Resources Management & Development Training Course provides HR professionals with a comprehensive foundation in managing people effectively across the employee lifecycle. Strong HR practices directly influence employee satisfaction, retention, and overall organizational performance. This course explores core HR functions, including recruitment, performance management, and employee development, alongside practical frameworks such as job analysis, competency models, and the ADDIE model. Furthermore, participants examine compensation structures, labor law fundamentals, and employee relations strategies that support fair and effective workplaces. As a result, attendees gain the confidence to manage HR responsibilities with professionalism and strategic insight. Gentex Training Center designed this program to strengthen essential HR capabilities across every stage of the employee journey.

Essentials of Human Resources Management & Development Course Objectives

- Explain core HR functions across the employee lifecycle
- Apply job analysis techniques to define roles and responsibilities
- Design effective recruitment and selection processes
- Build performance management systems using SMART objectives
- Apply the ADDIE model to employee training and development
- Use competency frameworks to guide career development
- Explain compensation and benefits structuring principles
- Apply labor law fundamentals to everyday HR decisions
- Manage employee relations and workplace conflict effectively
- Develop HR metrics to track workforce performance



Course Methodology

- Interactive workshops combining HR theory with practical exercises
- Case studies illustrating real HR management challenges
- Group exercises building sample job descriptions and appraisals
- Templates for performance management and development plans
- Role-play scenarios addressing employee relations issues
- Short lectures introducing key HR concepts and terminology

Who Should Take This Course

- HR officers and generalists building foundational HR knowledge
- Line managers responsible for team performance and development
- Administrative professionals transitioning into HR roles
- Recruitment specialists seeking broader HR expertise
- Small business owners managing HR functions directly
- Professionals preparing for expanded HR responsibilities

Essentials of Human Resources Management & Development Course Outlines

Day 1: Foundations of Human Resources Management

- Define core HR functions across the employee lifecycle
- Explore the strategic role of HR within organizations
- Apply job analysis techniques to define roles clearly
- Discuss HR planning and organizational structure design

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- Review HR policies and procedures development
- Assess the link between HR practices and business results
- Examine case studies of effective HR management

Day 2: Recruitment and Selection Practices

- Design effective job postings and candidate profiles
- Apply structured interview techniques for fair selection
- Use assessment tools to evaluate candidate suitability
- Practice screening resumes against role requirements
- Discuss onboarding practices that improve retention
- Explore diversity and inclusion in recruitment
- Build a candidate evaluation scorecard

Day 3: Performance Management and Development

- Build performance management systems using SMART objectives
- Apply the ADDIE model to training and development
- Use competency frameworks to guide career growth
- Practice conducting constructive performance appraisals
- Discuss goal-setting and continuous feedback techniques
- Explore individual development plan design
- Review common performance management pitfalls

Day 4: Compensation, Benefits, and Labor Law

- Explain compensation and benefits structuring principles
- Apply job evaluation methods to determine pay grades



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- Discuss labor law fundamentals relevant to HR decisions
- Review employment contracts and termination procedures
- Explore benefits administration best practices
- Practice applying labor regulations to case scenarios
- Discuss pay equity and compensation benchmarking

Day 5: Employee Relations and HR Metrics

- Manage employee relations and workplace conflict effectively
- Apply grievance-handling procedures fairly and consistently
- Develop HR metrics to track workforce performance
- Build HR dashboards for reporting to leadership
- Practice conducting difficult workplace conversations
- Create a personal HR development action plan
- Review key takeaways and course learnings

Conclusion

By successfully completing the Essentials of Human Resources Management & Development Training Course, participants will have acquired practical skills to manage recruitment, performance, compensation, and employee relations effectively. Moreover, attendees will understand how to apply core HR frameworks and labor law principles to real workplace situations. Gentex Training Center equips professionals with these capabilities to manage HR functions confidently across every stage of the employee lifecycle.

FAQs





Q1 What is the "Essentials of Human Resources Management & Development" course about?

This course covers core HR functions, including recruitment, performance management, and employee development. Participants learn practical frameworks that support fair, effective people management across every stage of the employee lifecycle within any organization.

Q2 What are the key benefits of the "Essentials of Human Resources Management & Development" course?

Participants gain the ability to manage recruitment, performance appraisals, and employee relations more effectively. Additionally, they learn compensation structuring and labor law fundamentals that reduce compliance risks and improve workplace fairness.

Q3 What skills will I gain from the "Essentials of Human Resources Management & Development" course?

Attendees develop skills in job analysis, performance management, compensation structuring, and employee relations. These core competencies help professionals manage HR responsibilities confidently across recruitment, development, and workplace conflict resolution.



Q4 What tools, methods, or standards are covered in the "Essentials of Human Resources Management & Development" course?

The course covers job analysis techniques, the ADDIE model, competency frameworks, and job evaluation methods for compensation. These frameworks provide practical, research-based methods for effective HR management and development.

Q5 How is the "Essentials of Human Resources Management & Development" course applied in real-world practice?

Participants apply HR frameworks directly to sample job descriptions, appraisals, and workplace scenarios. This hands-on approach ensures professionals can manage HR responsibilities effectively and confidently once back in their organizations.