

ESSENTIALS OF HUMAN RESOURCES MANAGEMENT

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GENTEX®
TRAINING CENTER





Introduction

A deep understanding of human resources (HR) is critical for organizations aiming to build high-performing teams and foster long-term growth. The role of HR has evolved far beyond traditional personnel management. Today, it includes strategic planning, employee engagement, performance management, and organizational development. Mastering these elements helps companies maintain competitiveness and adapt to shifting business environments.

This comprehensive course on the Essentials of Human Resources Management offers professionals practical skills and insights into modern HR practices. Participants will explore key HR functions such as recruitment and selection, employee training and development, compensation strategies, labor law compliance, and performance evaluation. Delivered by industry experts, this course empowers professionals with the confidence and tools needed to support and drive HR initiatives that align with business goals.

Essentials of Human Resources Management Course Objectives

- Understand the core functions and responsibilities of the HR department.
- Gain knowledge of effective talent acquisition and selection processes.
- Learn strategies for onboarding, employee development, and retention.
- Explore techniques for performance evaluation and feedback.
- Identify legal and ethical HR practices and ensure labor law compliance.
- Develop communication and conflict resolution skills relevant to HR.
- Understand the importance of compensation and benefits planning.
- Learn how to contribute to organizational culture and strategic HR planning.



Course Methodology

This course uses interactive presentations, real-world case studies, group discussions, and practical exercises to create a dynamic and engaging learning experience.

Who Should Take This Course

- HR professionals seeking to improve their skills
- Line managers involved in staff supervision
- HR assistants and officers
- Team leaders handling performance and development
- Administrative staff supporting HR activities
- Anyone transitioning into a human resources role

Essentials of Human Resources Management Course Outlines

Day 1: Introduction to Human Resources Management

- The evolution of HR and its role in modern organizations
- Core functions of HR: planning, staffing, training, performance
- Understanding strategic HR management
- Organizational structure and HRs influence

Day 2: Recruitment, Selection, and Onboarding

- Planning for workforce needs and job analysis
- Recruitment strategies: internal and external sourcing

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- Interview techniques and selection best practices
- Onboarding processes for long-term success

Day 3: Training, Development, and Performance Management

- Identifying training needs and setting development goals
- Designing and implementing training programs
- Understanding performance appraisal systems
- Constructive feedback and employee motivation

Day 4: Compensation, Benefits, and Legal Compliance

- Job evaluation and compensation design
- Employee benefits and retention strategies
- Labor laws and HR compliance practices
- Managing employee relations and grievances

Day 5: HR Strategy, Culture, and Change Management

- HRs role in shaping organizational culture
- Supporting change and managing resistance
- Developing strategic HR plans
- Building inclusive and ethical workplaces





Conclusion

By successfully completing the Essentials of Human Resources Management course, participants will gain a strong foundation in the practical and strategic aspects of HR. They will be equipped with the knowledge and tools to make informed decisions, contribute to employee satisfaction, and support organizational success. With Gentex Training Center, participants are empowered to lead with confidence and shape the future of human capital in their organizations.