

HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS



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TRAINING CENTER



Introduction

Healthcare organizations depend on skilled people as much as they depend on medical technology. This Human Resource Management for Healthcare Professionals Training Course helps hospital administrators, clinical managers, and HR staff build strong people-management skills within healthcare settings. Participants will explore recruitment, staff scheduling, performance management, and workforce compliance as they apply specifically to hospitals and clinics. Furthermore, the course connects general HR principles with the unique pressures of healthcare, such as staff shortages and patient safety requirements. As a result, attendees gain practical tools to manage healthcare teams more effectively. This program suits organizations seeking to strengthen workforce planning and staff retention across clinical and administrative departments.

Human Resource Management for Healthcare Professionals Course Objectives

- Explain the core functions of HR management within healthcare organizations
- Apply recruitment and selection methods suited to clinical and non-clinical roles
- Design staff scheduling systems that address shift work and patient coverage needs
- Use performance appraisal tools tailored to healthcare competency frameworks
- Manage workforce compliance with healthcare labor regulations and licensing requirements
- Apply conflict resolution techniques within multidisciplinary clinical teams
- Develop training and development plans for healthcare staff retention
- Use HR metrics and dashboards to track turnover and absenteeism
- Support succession planning for critical clinical and leadership positions
- Apply change management principles during healthcare restructuring or staffing shifts



Course Methodology

- Interactive lectures on HR practices within healthcare contexts
- Case studies drawn from real hospital and clinic scenarios
- Role-play exercises for handling staff conflicts and grievances
- Group workshops on building scheduling and staffing plans
- Practical templates for performance appraisals and workforce reports
- Open discussions addressing participant-specific healthcare HR challenges

Who Should Take This Course

- Hospital and clinic administrators
- Healthcare HR managers and officers
- Clinical department heads and supervisors
- Nursing managers and charge nurses
- Medical practice managers
- Healthcare compliance and quality officers

Human Resource Management for Healthcare Professionals Course Outlines

Day 1: Foundations of Healthcare HR

- Role of HR management within hospitals and clinics
- Core HR functions: recruitment, retention, compliance, development
- Healthcare workforce trends and staffing challenges
- Legal and regulatory framework for healthcare employment

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- Licensing and credentialing requirements overview
- Ethical considerations in healthcare staffing
- Building an HR strategy aligned with patient care goals

Day 2: Recruitment and Staffing

- Sourcing and selecting clinical and administrative staff
- Structured interview techniques for healthcare roles
- Competency-based selection criteria
- Onboarding programs for new healthcare employees
- Addressing skill shortages and talent gaps
- Workforce planning and demand forecasting
- Reducing time-to-hire in critical roles

Day 3: Scheduling and Performance Management

- Shift scheduling models for 24-hour care settings
- Managing overtime and staff fatigue
- Performance appraisal frameworks for clinical staff
- Setting measurable performance indicators
- Giving constructive feedback to healthcare teams
- Handling underperformance and disciplinary processes
- Linking performance reviews to career development

Day 4: Employee Relations and Compliance

- Managing conflict within multidisciplinary teams
- Handling grievances and disciplinary procedures



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- Workforce compliance with labor and safety regulations
- Managing absenteeism and sick leave policies
- Promoting diversity and inclusion in healthcare teams
- Supporting staff wellbeing and reducing burnout
- Documentation standards for HR compliance

Day 5: Retention, Development, and Change

- Designing training and career development pathways
- Succession planning for leadership and specialist roles
- Using HR analytics to track turnover and engagement
- Building retention strategies for critical staff
- Leading HR change during restructuring or expansion
- Communicating workforce changes to staff
- Creating a long-term healthcare HR action plan

Conclusion

By successfully completing the Human Resource Management for Healthcare Professionals Training Course, participants will gain practical knowledge of recruitment, scheduling, performance management, and workforce compliance within healthcare settings. In addition, they will understand how to manage employee relations, support staff retention, and lead HR change effectively. Consequently, attendees return to their organizations ready to strengthen workforce management and support better patient care outcomes. Gentex Training Center designed this course to give healthcare professionals the confidence and practical tools needed to manage people effectively in demanding clinical environments.





FAQs

Q1 What is the "Human Resource Management for Healthcare Professionals" course about?

This course covers how HR principles apply within hospitals and clinics, including recruitment, scheduling, performance management, and compliance. It explains how healthcare organizations manage staff to maintain quality care while meeting regulatory and operational demands.

Q2 What are the key benefits of the "Human Resource Management for Healthcare Professionals" course?

Participants improve their ability to recruit suitable staff, manage schedules efficiently, and reduce turnover. As a result, healthcare organizations benefit from stronger workforce planning, improved staff morale, and better continuity of patient care.

Q3 What skills will I gain from the "Human Resource Management for Healthcare Professionals" course?

Attendees gain healthcare recruitment, staff scheduling, performance management, and workforce compliance skills. These abilities help professionals build capable teams, manage conflict effectively, and support staff development within clinical settings.



Q4 What tools, methods, or standards are covered in the "Human Resource Management for Healthcare Professionals" course?

The course covers competency-based interviewing, shift-scheduling models, performance appraisal frameworks, HR turnover analytics, and healthcare labor compliance requirements, including licensing and credentialing standards relevant to clinical staffing.

Q5 How is the "Human Resource Management for Healthcare Professionals" course applied in real-world practice?

Participants apply course concepts by building staff schedules, conducting structured interviews, designing performance appraisal criteria, and creating retention plans that address turnover and burnout within their own hospital or clinic departments.