

HUMAN RESOURCES DEVELOPMENT & PERSONNEL MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Strong organizations rely on well-developed people and sound personnel systems. This Human Resources Development & Personnel Management Training Course helps HR practitioners and line managers build the skills needed to develop staff and manage personnel processes effectively. Participants will explore recruitment, training design, performance management, and employee relations, gaining a complete view of the HR function. Furthermore, the course links personnel administration with broader development goals, showing how structured HR practices support organizational growth. As a result, attendees leave equipped to design training programs, manage performance cycles, and handle personnel matters with confidence. This program suits organizations seeking to build stronger HR foundations and a more capable, engaged workforce.

Human Resources Development & Personnel Management Course Objectives

- Explain the core functions of human resources development and personnel management
- Apply the training needs analysis (TNA) process to identify skill gaps
- Design structured onboarding programs for new employees
- Use competency frameworks to guide staff development plans
- Apply performance appraisal methods, including 360-degree feedback
- Manage personnel records and documentation in line with labor law
- Develop succession plans for key organizational positions
- Apply job analysis and job description writing techniques
- Use employee engagement surveys to guide retention strategies
- Manage disciplinary and grievance procedures fairly and consistently

Course Methodology



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- Interactive lectures covering HR development theories and practices
- Case studies based on real personnel management scenarios
- Group workshops on designing training and appraisal tools
- Role-play exercises for handling grievances and feedback conversations
- Practical templates for job descriptions and development plans
- Open discussions addressing participant-specific HR challenges

Who Should Take This Course

- HR officers and generalists
- Training and development coordinators
- Personnel and administration managers
- Line managers and supervisors
- Talent management professionals
- Organizational development specialists

Human Resources Development & Personnel Management Course Outlines

Day 1: Foundations of HR Development and Personnel Management

- Defining HR development versus personnel management
- Core HR functions and their organizational role
- Overview of labor law and personnel compliance
- Job analysis and job description writing



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- Workforce planning fundamentals
- HR policies and procedures overview
- Aligning HR practices with business strategy

Day 2: Recruitment and Onboarding

- Sourcing and selecting qualified candidates
- Structured interview techniques
- Competency-based selection criteria
- Designing effective onboarding programs
- Reducing early employee turnover
- Employer branding basics
- Documentation for new hires

Day 3: Training and Development

- Conducting a training needs analysis (TNA)
- Designing training programs and learning objectives
- Competency frameworks for staff development
- Evaluating training effectiveness
- Career development planning
- Mentoring and coaching approaches
- Building individual development plans

Day 4: Performance Management

- Setting performance objectives and key performance indicators (KPIs)
- Conducting performance appraisals



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- Applying 360-degree feedback methods
- Managing underperformance constructively
- Linking performance to rewards and promotion
- Documenting performance discussions
- Building a continuous feedback culture

Day 5: Employee Relations and Retention

- Managing grievances and disciplinary procedures
- Conflict resolution techniques for HR practitioners
- Employee engagement survey design
- Succession planning for key roles
- Retention strategies for critical staff
- Personnel record-keeping best practices
- Building a long-term HR development plan

Conclusion

By successfully completing the Human Resources Development & Personnel Management Training Course, participants will gain practical knowledge of recruitment, training design, performance management, and employee relations. In addition, they will understand how to manage personnel records, support succession planning, and build stronger retention strategies. Consequently, attendees return to their organizations ready to strengthen HR practices and support long-term workforce development. Gentex Training Center designed this course to give HR practitioners the confidence and practical tools needed to manage personnel processes effectively.





FAQs

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

This course covers how organizations develop staff and manage personnel processes, including recruitment, training design, performance management, and employee relations. It explains how HR practitioners build systems that support both compliance and workforce growth.

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

Participants improve their ability to design training programs, manage performance cycles, and handle personnel matters fairly. As a result, organizations benefit from stronger staff development, improved retention, and more consistent HR practices.

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

Attendees gain training needs analysis, performance appraisal, employee relations, and succession planning skills. These abilities help professionals design development programs, manage personnel documentation, and support organizational growth.



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

The course covers training needs analysis (TNA), competency frameworks, 360-degree feedback, job analysis techniques, and personnel documentation practices aligned with labor law compliance requirements.

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

Participants apply course concepts by designing onboarding programs, conducting training needs analyses, building performance appraisal criteria, and creating succession and retention plans within their own organizations.