

# FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT



## INTRODUCTION

Whether you're a recently appointed HR manager, are new to HR or have a non-HR job with HR responsibilities, this course can give you the know-how you need. Understand essential HR functions and learn to develop an action plan to put to work in your organization.

This comprehensive seminar delivers a clear-eyed analysis of HR's role in organizations now, and identifies future trends. . .from confronting issues of workplace harassment to recognizing compliance red flags. . .from preparing policies and procedures manuals to identifying the elements of effective performance management. . .from flexible benefits packages to cost-effective retention strategies, and more.

## OBJECTIVES

- Understand HR's role as a vital contributor to your organization's success
- Discover strategies to attract and retain top talent
- Examine best practices for managing performance and creating compensation, training and benefit systems that drive bottom-line results
- Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- Analyse HR issues and develop action plans you can implement in your organization
- See how HR and non-HR functions in every organization can create an effective, complementary work environment

## WHO SHOULD ATTEND?

- Supervisors
- Managers
- Heads of Department



## COURSE OUTLINE

- The Changing Role of HR
- Legal Responsibilities
- The Employment Process
- Compensation

- Performance Management
- Benefits
- Organizational Employee Development

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