

Course No. 1928

Modern Human Resources Management Best Practices Training Course

HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Modern Human Resources Management Best Practices Training Course provides a comprehensive understanding of contemporary human resources practices and their role in supporting organizational effectiveness. The programme focuses on practical approaches to managing employees, strengthening HR processes, and aligning human resources activities with organizational requirements.

The course examines the key activities, responsibilities, and systems of modern Human Resources Management, with particular emphasis on employee resourcing, recruitment and selection, assessment and development centres, aptitude testing and psychometrics, employee references, induction, compensation and benefits, total reward, and employee retention.

Participants will also explore effective practices for performance management, including performance appraisal and 360-degree feedback, as well as approaches to managing employee problems, employee assistance programmes, workplace support, and performance issues within multicultural environments.

The programme addresses important employee relations practices, including employment law, equality of opportunity, employee diversity, dignity at work, bullying and harassment, grievances, workplace investigations, workplace mediation, exit procedures, and exit interviews.

In addition, the course covers human resource planning, learning, training and development, integrated HR strategies, HR ethics, professional conduct, personal action planning, and continuing professional development. Practical case studies and workplace applications enable participants to strengthen their ability to implement effective and sustainable HR practices.

Objectives

- By the end of the course, participants will be able to:
- Understand modern Human Resources Management principles and best practices.
- Analyze the key roles, responsibilities, activities, and systems of the HR function.
- Apply effective approaches to employee resourcing, recruitment, and selection.

- Evaluate assessment and development centres, aptitude tests, and psychometric practices.
- Apply effective employee induction and onboarding practices.
- Evaluate compensation, benefits, reward, and total reward approaches.
- Develop practical approaches to employee retention and workforce effectiveness.
- Apply performance management and appraisal practices in multicultural environments.
- Use 360-degree feedback effectively within performance appraisal systems.
- Manage employee problems and provide appropriate workplace support.
- Apply effective practices for grievances, workplace investigations, mediation, and employee relations.
- Strengthen HR planning, learning and development, HR ethics, professional conduct, and continuing professional development.

Who Should Attend

This course is designed for HR managers, HR supervisors, HR professionals, personnel officers, and specialists involved in employee resourcing, recruitment, performance management, compensation and benefits, employee relations, training, and development.

It is also suitable for managers, supervisors, department heads, and professionals who are responsible for managing employees, implementing HR policies, supporting workplace performance, or contributing to employee-related decisions.

The programme is particularly valuable for professionals seeking to update their knowledge of modern HR practices and strengthen their ability to apply effective approaches to employee management, workplace relations, performance, development, and organizational support.

Learning Outcomes

- By the end of the course, participants will be able to:
- Explain the principles and practices of modern Human Resources Management.
- Identify the primary activities, responsibilities, and systems of the HR function.
- Apply effective employee resourcing, recruitment, and selection practices.
- Assess the appropriate use and limitations of aptitude tests and psychometrics.

- Support effective employee induction and integration.
- Evaluate pay, compensation, benefits, and total reward practices.
- Apply practical approaches to employee retention.
- Implement effective performance management and appraisal practices.
- Apply 360-degree feedback within appropriate performance management processes.
- Address employee problems and utilize appropriate employee assistance approaches.
- Apply principles of equality of opportunity, diversity, dignity at work, and workplace conduct.
- Support effective grievance handling, workplace investigations, mediation, exit procedures, and exit interviews.
- Contribute to human resource planning, training and development, and integrated HR strategies.
- Apply HR ethics, professional conduct, personal action planning, and continuing professional development.
- Targeted Competencies
- Decision-Making and Initiative-Taking.
- Relationship Building and Networking.
- Analytical Thinking and Problem-Solving.
- Business Insight and Professional Acumen.
- Organizational Planning and Execution.
- Goal Achievement and Operational Excellence.
- Employee Resourcing and Recruitment.
- Performance Management.
- Employee Relations and Workplace Support.
- HR Planning and Development.
- HR Ethics and Professional Conduct.
- Effective Use of HR Systems and Technology.

Course Outline

DAY 01

Modern Human Resources Management and HR Administration

- Introduction to modern Human Resources Management.
- Human resource management versus personnel management.
- Primary activities, responsibilities, and tasks of HRM.
- HR personnel roles and systems.
- Typical HR department structures.
- HR department responsibilities and business support.
- HR databases and computer systems.
- Security and confidentiality of employee records.
- Professional qualifications and development in HR.
- Personal qualities required for HR professionals.

PRACTICAL APPLICATION

Analyze a simulated HR department and identify opportunities to strengthen its administrative systems, responsibilities, and professional practices.

DAY 02

Performance Management and Employee Support

- Performance management principles.
- Performance management in multicultural environments.
- Performance appraisal systems.
- 360-degree feedback.
- Monitoring and reporting.
- Sickness and absence management.
- Absence management case study.
- Employee disciplinary interviews.
- Managing employee problems.

DAY 02 — CONTINUED

- Employee Assistance Programmes.
- Effective workplace support practices.

PRACTICAL APPLICATION

Analyze a performance and employee-support case involving absence, appraisal, employee problems, and disciplinary considerations.

DAY 03

Recruiting, Rewarding and Retaining Employees

- Employee resourcing.
- Recruitment and selection.
- Flexible workforce practices.
- Assessment and development centres.
- Aptitude tests and psychometrics.
- Appropriate use and limitations of assessment methods.
- Employee references.
- Induction for new employees.
- Pay and reward.
- Compensation and benefits.
- Total reward concepts.
- Employee retention practices.

PRACTICAL APPLICATION

Develop an integrated employee resourcing framework covering recruitment, assessment, references, induction, reward, and retention.

DAY 04

Employee Relations and Workplace Practices

- Managing employee problems.
- Employee Assistance Programmes.

DAY 04 — CONTINUED

- Employment law and HR responsibilities.
- Equality of opportunity.
- Employee diversity.
- Dignity at work.
- Bullying and harassment.
- Grievance management.
- Conducting workplace investigations.
- Workplace mediation.
- Exit procedures.
- Exit interviews.

PRACTICAL APPLICATION

Analyze a workplace employee-relations case and develop appropriate actions covering grievance management, investigation, mediation, and employee support.

DAY 05

HR Planning, Learning, Development and HR Ethics

- Understanding learning in the workplace.
- Training and development.
- Human resource planning.
- Integrated HR strategies.
- HR and training and development.
- HR ethics.
- Professional conduct.
- Personal action planning.
- Continuing professional development.
- Strengthening modern HR practices.
- Continuous improvement of HR effectiveness.

DAY 05 — CONTINUED

FINAL WORKSHOP

Develop a practical HR best-practice improvement plan covering HR administration, employee resourcing, performance management, reward, employee relations, human resource planning, learning and development, HR ethics, professional conduct, and continuing professional development.

Register or Request More Information

Course page: <https://quest-training.com/courses/modern-human-resources-management-best-practices-training-course>

Website: <https://quest-training.com>

Email: info@quest-training.com

Phone: +905016771440