



# Institute for Capacity Development (ICD)

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## Human Resources Management and Development

### Course Objectives

Upon successful completion of this course the participants should be able to:

- Relate the HR function to organisational objectives
- Carry out employee selection process and be able to select high performers
- Perform results based performance management
- Carry out gap analysis with a view to developing employees
- Hire, fire and discipline employees in a legally just manner
- Identify a potential problem area in the management of people.
- Demonstrate the skill of delegating authority.

### Target Groups

- Directors
- Human Resource Managers and Officers
- Staff Welfare Officers
- Employee Development Officers
- Training Officers
- Administrative Officers
- Departmental heads
- Training and HR Officers

### Course Outline

- Institutional Management skills
- Human Resource Strategy and Organisation
- Development of Human Resource Management
- Understanding the workplace
- HRM functions and activities
- The individual and the organisation
- Job Analysis and Job Design
- Labour Market and Human Resource Planning
- HR Planning and Recruitment
- Sources of recruitment- Internal and External
- Effectiveness of recruitment methods

- Recruitment procedures and guides
- Strategising, Structuring and Planning
- Collective Bargaining and Employee Relations
- Employee Vs Employer relations
- Employee misconduct
- Discipline and Disciplinary Action
- Training and developing employees
- Employee Training and Development
- Designing training plans
- Knowledge Management
- Training and Development strategies
- Performance measurement system
- Reward Management
- Appraising and Managing Work Performance
- Competency Models
- Health and safety at work
- Managing HIV/AIDS at the workplace
- Database Management
- Action planning

Dates: 17<sup>th</sup> – 28<sup>th</sup> July 2017

Duration: 2 Weeks

Course Costs: US\$2850

Venue: Windhoek, Namibia