



# Institute for Capacity Development (ICD)

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## Strategic Human Resource Management

### Course Objectives

On completion of the course, participants should be able to:

- Take a strategic approach to human resource management.
- Assess the global human resources environment in which organizations operate
- Forecast the human resource needs of organizations or departments.
- Do a job analysis and competency audit organizations or departments
- Identify competency gaps in organizations or departments
- Provide feedback to employees to help them reach personal and organizational goals.
- Use powerful "coaching" questions to help employees attain personal and organizational goals.
- Use competency-based recruitment and selection techniques.
- Manage and motivate employees using the basic principles of strategic human resource management.

### Target Groups

- Human Resources Managers
- Managers
- Development Officers
- HR Officers
- Directors
- Training Coordinators
- Finance Managers
- Assistant managers
- Senior Officers
- Strategic planners

### Course Outline

- General overview of strategic management
- The individual and the organisation
- Organization structure and HR functions
- Understanding Human Resources Stakeholders
- Strategic Human Resources
- Strategising, structuring and planning in HRM
- The External Environment and Your Organization
- Understanding the Flow of People
- Change management strategies in HRM
- Contribution of HRM to business strategy
- Understanding Staffing Needs and Options

- Recruitment Strategies
- Performance Management
- Delivering Employee Feedback
- Assessing Willingness to Work
- Building Human Resources Strategy
- Understanding Human Resources Strategy
- The Process for Building Human Resources Strategy
- Job and organisation design
- Workforce planning – job analysis
- Establishing employment relationship
- Employee development
- Appraising and managing work performance
- Team building and management
- Training and developing employees
- Managing transformation and change
- Action Planning

Dates: 19<sup>th</sup> – 30<sup>th</sup> November 2018

Duration: 2 Weeks

Tuition Fee: US\$3150

Venue: Windhoek, Namibia