SCANDINAVIAN ACADEMY

For Training and Development

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Course: Basics of Human Resource Management

Code	City	hotel	Start	End	price	Hours
589	Budapest (Hungary)	Hotel Meeting Room	2024-05-20	2024-05-24	4950 €	25

Introduction

This seminar provides a comprehensive and modern overview of the role and activities of the Human ResourcePersonnel (HR) Department. It presents the latest tools and techniques for the effective management of people.

Participants will learn about the processes involved, the systems used and the skills needed to be successful in a modern HR Department. They will explore personnel activities ranging from the recruitment interview to a dismissal meeting, discovering the skills required and the role of the HR Professional in the 21st Century.

- Strategic HRM in the modern organisation
- Measuring and reducing absenteeism
- Performance Management in a multi-cultural environment
- Essential steps in employee record security and minimizing identity theft
- Managing employee problems

Seminar Objectives

By the end of this seminar participants will be able to:

1. Understand Strategic HRM approaches (SHRM)
2. Describe the role and functions of the Personnel/HR Department

3. Show awareness of employee resourcing , recruitment & reward

4. Describe best practice in working with employees and assisting with employee problems

5. Understand performance management in a multi-cultural environment

6. State the benefits of HR Planning and HR Ethics

Training Methodology

There are interesting presentations supporting each of the topics together with interactive trainer lead sessions of discussion. There will also be practical sessions where participants have the opportunity to practice and experience some HR related activities. Role-plays, case studies, DVD's, small group work, exercises and feedback will be used to facilitate learning.

Organisational Impact

- Will enable participants to successfully work in a HR or Personnel Department

- Add value to the department and the organisation as a whole.

- More focused support for the organisation built on a thorough understanding of the functional role and responsibilities.

- Participants are encouraged to take new ideas and strategies back to their workplace for discussion with their managers.

- The organisation will receive input into key areas for improvement from a enthused employee

- Staff committed to building a high performance organisation

Personal Impact

- Will enable participants to understand the history and development of modern HR practice
- Improved confidence and self assurance
- A greater strategic overview of the HR function
- Will enable participants to apply best practice in employee resourcing
- A greater awareness off own beliefs and limitations related to HR practice
- Will enable participants to work with and assist employees

Who Should Attend?

- Anyone interested in HRM
- Those who have recently joined a HR or Personnel Department
- Those who wish to enter the field
- Any existing HRM personnel who need to stay up-to-date on current practices and trends
- Those professionals who would benefit from an understanding of the HR role and function
- Occupational Health & Safety and training staff who need to be up to date.

Programme Outline

Day 1 - An Overview of Human Resource Management

- Introducing Human Resource Management (HRM)
- Human Resource Management Vs Personnel Management
- Main activities, responsibilities and tasks of HRM
- Introducing Strategic HRM (SHRM)
- Personnel jobs and systems
- Typical department structure – HRM department case study
- Qualifications and professional study
- Personal qualities needed for HRM work

Day 2 - Administration & Performance Management

- Administration and business support
- Monitoring and reporting – Sickness and Absence
- Absence management case study
- Introduction to HR databases and computer systems
- Security and confidentiality of employee records
- Performance management in a multi-cultural setting
- Appraisal systems and 360 degree feedback
- The employee disciplinary interview

Day 3 – Recruiting, rewarding and retaining employees

- Flexibility and introducing the ‘flexible firm’
- Pay and reward, compensation and benefits
- Introducing ‘total reward’ concepts
- Recruitment and selection
- Assessment and development centres
- The use and limitations of aptitude tests and psychometrics
- Use of references
- Induction for new employees

Day 4 – Working with and Assisting Employees

- Managing employee problems
- Employee Assistance Programmes (EAP)
- Complying with employment law
- Equality of opportunity & employee diversity
- Dignity-at-work, Bullying & Harassment
- Introducing workplace mediation
- Exit procedures and exit interviews

<u>Day 5</u> - HR Planning, Learning & HR Ethics

- What is learning?
- Training and Development
- Human resource planning
- Integrated HR strategies
- HR and Training and Development
- HRM Ethics
- Professional Conduct
- Personal action planning and continuing personal development (CPD)

The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.