

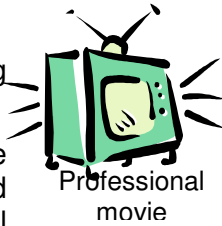
# HUMAN RESOURCES MANAGER



Graduation  
DIPLOMA  
NATIONAL  
RECOGNITION

The course presents the **nine competencies** a HR Manager should have according on the occupational standard.

First day of the course contains introductory elements into the HR Planning and the strong point: job analysis and job description. The second part of the day is dedicated to the Recruiting, selection and personnel placement process. At this subject we will see a management professional movie that shows the selection interview.



The second day starts with a role-playing for personnel selection. The participants are divided in two groups (recruiters and candidates) and are established the rules of the role-playing. The participants are encouraged to create and to play critical situations to observe the adopted behaviours. The play-role is video recorded and after that it is seen and analysed. The day continues with personnel motivation. At the end of the module we will see a management professional movie that aims to behaviour modelling. Will be discussed what kind of behaviours could be applied into the company.

The third day course will be focused on the training process. There are presented the main elements that stand like basis of a training program conception: whence start, how to build a training budget, how to present a training program in front of the managers (that is the utility, cost – benefices analysis). Also into this module is presented a management professional movie on the Coaching subject.

The fourth day course deals with the managerial development programs (formal and informal) and the chapter of performances evaluation (why, who, when did it?). Together with the participants we develop grid possible for performances evaluation.

In the fifth day we will have a **final review and the Exam (written)**.

## OBJECTIVES

At the end of the course, the participants:

- will organise and effective manage the HR department;
- will develop the key elements of the human resources strategy from their own organisation
- will realise a elementary planning for human resources
- will design and evaluate a system for personnel hiring
- will use a systematic approach for identifying the training needs in own organisation
- will design a training budget;
- will identify evaluation methods for the employees performances;

- Organisation of the HR department: recruiting, selection and personnel placement; personnel motivation; training and development
- Manage the HR department employees: HR planning and work analysis – job description; Personnel appraisal
- Doing HR activities
- Personnel costs monitoring: Budget planning; Employees reward
- Organisation's working relationship system monitoring
- Representing the HR department: Analysis of the services suppliers;

## COURSE CONTENT

- Counselling the other managers in HR problems
- Setting up the HR policies and programmes
- Setting up the HR strategy

## PARTICIPANTS

- \* Members of the managerial team,
- \* The leaders of the HR department and other personnel responsible with Human Resources, who **at least graduated high school classes**

**DURATION: 4 + 1 days**



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