Human Resources Management

Course Overview

This course will introduce students to human resources management, including human resources today, recruiting and interviewing, retention and orientation, following up with new employees, workplace health and safety, workplace bullying, harassment, and violence, workplace well ness, providing feedback to employees, disciplining employees, and terminating employees.

Workplace Health and Safety
Understanding Your Role and Responsibilities
Understanding Local and Industry Specific Rules
Training for Managers
Case Study

Module 07 - Workplace Bullying, Harassment, and Violence   8m
Workplace Bullying, Harassment, and Violence
Definitions
Costs to the Organization
The Manager's Role
An Employer's Responsibility
Case Study

Module 08 - Workplace Wellness   5m
Workplace Wellness
Wellness Behaviors
Wellness Trends
The Case for Wellness
Case Study

Module 09 - Providing Feedback to Employees   7m
Providing Feedback to Employees
Feedback Model
The Feedback Sandwich
Encouraging Growth and Development
Case Study

Module 10 - Disciplining Employees   9m
Disciplining Employees
The General Discipline Process
The Progressive Discipline Process
Having Discipline Meetings
Following Up
Case Study

Module 11 - Terminating Employees   7m
Terminating Employees
Documenting Events
Making the Decision
Communicating the Decision
Words from the Wise
Case Study

Total Duration: 1h 1m