

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.

<u>Module 01 - Getting Started</u>	1m
Getting Started Workshop Objectives	
<u>Module 02 - Human Resources Today</u>	4m
Human Resources Today What is Human Resources Today? Key Factors Influencing Human Resources Today Growth in Human Resource Management Case Study	
<u>Module 03 - Recruiting and Interviewing</u>	6m
Recruiting and Interviewing The Job Selection Process Get Good at Interviewing Interviewing Fairly The Best Way to Interview Case Study	
<u>Module 04 - Retention and Orientation</u>	6m
Retention and Orientation Getting Off on the Right Track Creating an Engaging Program Using an Orientation Checklist Case Study	
<u>Module 05 - Following Up With New Employees</u>	3m
Following Up With New Employees Checking in Following Up Designing the Follow-Up Schedule Case Study	
<u>Module 06 - Workplace Health and Safety</u>	5m

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