



International Training
Center Paris

TRAINING SCHEDULE



Phone: +33 6 59 26 89 09

E-mail: Info@itcparis.com

Address: 78, Avenue des Champs-Élysées, 75008 Paris

HUMAN RESOURCE MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

Overview:

The Human Resource Management for Administrative Professionals training program is designed to equip administrative professionals with the knowledge and skills required to effectively manage human resources in a professional setting. The program will cover a range of topics, including recruitment, performance management, employee relations, compensation, and benefits.

Objectives:

- Understand the role and responsibilities of human resource management in an organization
- Develop an understanding of recruitment processes and strategies
- Develop an understanding of employee performance management and the implementation of performance management systems
- Understand compensation and benefits, and how to develop and implement effective compensation and benefits plans
- Develop an understanding of employee relations and effective communication techniques

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world human resource management scenarios. By the end of the training program, participants will have the skills and knowledge necessary to effectively manage human resources in a professional setting.

Targeted Groups:

- HR assistants
- HR coordinators
- Administrative professionals supporting HR departments
- Office managers with HR responsibilities
- Personnel specialists

Planning:

Day 1: Introduction to Human Resource Management

- Role and responsibilities of human resource management in an organization
- Overview of legal and ethical issues related to human resource management
- Overview of human resource planning

Day 2: Recruitment and Selection

- Recruitment strategies and best practices
- Understanding job descriptions and specifications
- Developing job advertisements and recruitment channels
- Applicant screening and selection techniques

Day 3: Performance Management

- Overview of performance management systems
- Developing and implementing performance management systems
- Performance appraisals and feedback
- Managing underperforming employees

Day 4: Compensation and Benefits

- Overview of compensation and benefits
- Developing and implementing compensation plans
- Employee benefits, including health and retirement plans
- Compensation and benefit regulations

Day 5: Employee Relations

- Understanding employee relations and communication techniques
- Conflict resolution techniques
- Understanding and addressing workplace diversity
- Legal considerations in employee relations