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TRAINING SCHEDULE

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HUMAN RESOURCE MANAGEMENT FOR NON-HR MANAGERS

Overview:

The Human Resource Management for Non-HR Managers training program is designed to provide non-HR managers with an overview of human resource management principles and practices. The program is intended to help non-HR managers better understand HR functions and how they relate to their own roles and responsibilities within the organization.

Objectives: The objectives of the Human Resource Management for Non-HR Managers training program are:

1. Develop a basic understanding of human resource management principles and practices.
2. Understand the role of HR in the organization and how it supports business goals.
3. Learn how to effectively manage and develop employees.
4. Understand legal and compliance requirements related to HR management.
5. Develop the ability to effectively communicate with HR professionals.

Throughout the training program, participants will engage in a variety of learning activities, including case studies, group discussions, simulations, and self-assessment exercises. The program is designed to provide non-HR managers with a basic understanding of HR principles and practices, and equip them with the knowledge and skills needed to effectively manage and develop employees within their own areas of responsibility.

Targeted Groups:

- Non-HR managers with HR responsibilities
- Team leaders involved in HR functions
- Department heads handling HR tasks
- Professionals seeking to understand HR practices

- Managers aiming to enhance HR-related skills

Planning:

Day 1: Introduction to Human Resource Management

- Understanding the role of HR in the organization
- Introduction to HR functions and activities
- Overview of HR laws and regulations

Day 2: Recruitment and Selection

- Understanding the recruitment and selection process
- Legal and ethical considerations in recruitment and selection
- Interviewing and selection techniques

Day 3: Performance Management and Development

- Understanding the importance of performance management
- Setting performance goals and objectives
- Performance feedback and coaching

Day 4: Compensation and Benefits

- Understanding the role of compensation and benefits in attracting and retaining employees
- Overview of compensation and benefits programs
- Legal and compliance considerations in compensation and benefits

Day 5: Employee Relations and Communications

- Understanding the importance of effective employee relations
- Overview of employee relations programs and activities
- Developing effective communication strategies with HR professionals