TRAINING SCHEDULE

PROFESSIONAL IN HUMAN RESOURCES (PHR)

Overview:

The Professional in Human Resources (PHR) training program is designed for professionals who are responsible for human resources management and administration in their organizations. This program provides participants with a comprehensive understanding of human resources principles and practices, as well as practical skills that can be applied in their current roles.

Objectives: The objectives of the Professional in Human Resources (PHR) training program are:

1. Develop a thorough understanding of human resources principles and practices.
2. Enhance knowledge and skills in human resources management and administration.
3. Learn practical approaches to managing human resources programs.
4. Explore emerging trends and innovations in human resources.
5. Develop and apply ethical and legal principles to human resources management.

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 participants with practical skills and knowledge that can be applied immediately in their current roles, as well as to enhance their human resources management capabilities.

Targeted Groups:

- HR coordinators
- HR assistants
- HR specialists
- HR administrators

- Early-career HR professionals

Planning:

Day 1: Introduction to Human Resources

- Overview of human resources and its role in organizational success
- Understanding the human resources function and its relationship to other organizational functions
- Conducting a human resources needs analysis

Day 2: Human Resources Management and Administration

- Understanding the principles of effective human resources management and administration
- Managing human resources programs and processes
- Managing employee relations and communication

Day 3: Workforce Planning and Employment

- Understanding the principles of effective workforce planning and employment
- Recruiting and selecting candidates effectively
- Ensuring legal compliance in employment practices

Day 4: Human Resource Development

- Understanding the principles of effective human resource development
- Developing and implementing employee training and development programs
- Evaluating the effectiveness of human resource development programs

Day 5: Compensation and Benefits

- Understanding the principles of effective compensation and benefits management
- Designing and administering effective compensation and benefits programs
- Ensuring legal compliance in compensation and benefits practices