MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

Human Resource Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2883	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the Human Resource Management workshop. As companies modify priorities and operations, human resources functions can move from a dedicated HR role, to that of the manager.

Whether the majority of those important functions stays within HR at your organization, or is your responsibility as a manager, it is important that managers understand how much of their role is really about their people, as well as aspects of legislation, policy, and procedures that involve human resourcing issues.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning that the learning occurs more easily and rapidly. With that in mind, let’s review our goals for today.

By the end of this workshop, participants will be able to:

- Describe the implications of different aspects of Human Resource Management on their daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for your employees’ health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in your own workplace
- Identify three areas for further development within the Human Resources field as part of a personal action plan

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Human Resources Today

- What is Human Resources Today?
- Key Factors Influencing Human Resources Today
- Growth in Human Resource Management
- Case Study
- Module Two: Review Questions

Module Three: Recruiting and Interviewing

- The Job Selection Process
- Get Good at Interviewing
- Interviewing Fairly
- The Best Way to Interview
- Case Study
- Module Three: Review Questions

Module Four: Retention and Orientation

- Getting Off on the Right Track
- Creating an Engaging Program
- Using an Orientation Checklist
- Case Study
- Module Four: Review Questions

Module Five: Following Up With New Employees

- Checking In
- Following Up
- Designing the Follow-Up Schedule
- Case Study
- Module Five: Review Questions

Module Six: Workplace Health & Safety

- Understanding Your Role and Responsibilities
- Understanding Local and Industry Specific Rules
- Training for Managers
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Case Study

- Module Six: Review Questions

Module Seven: Workplace Bullying, Harassment, and Violence

- Definitions
- Costs to the Organization
- The Manager’s Role
- An Employer’s Responsibility
- Case Study
- Module Seven: Review Questions

Module Eight: Workplace Wellness

- Wellness Behaviors
- Wellness Trends
- The Case for Wellness
- Case Study
- Module Eight: Review Questions

Module Nine: Providing Feedback to Employees

- Feedback Model
- The Feedback Sandwich
- Encouraging Growth and Development
- Case Study
- Module Nine: Review Questions

Module Ten: Disciplining Employees

- The General Discipline Process
- The Progressive Discipline Process
- Having Discipline Meetings
- Following Up
- Case Study
- Module Ten: Review Questions

Module Eleven: Terminating Employees

- Documenting Events
- Making the Decision
- Communicating the Decision
- Case Study
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairob

Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Human Resource Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name	Signature / Stamp	Date