

**Human Resources Management**

# Human Resource Management

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

COURSE CODE

**MSD2883**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**

[Register for this Course](#)

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## 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

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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

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## **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 Nairobi

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 Flexit

### 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](#)

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## 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.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Human Resource Management
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue /Date</b>	
<b>Estimated Number ofDelegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

Signature / Stamp

Date

Prepared by Magna Skills Development Institute | Training Coordinator: Denis Wunganayi

Register: <https://www.magnaskills.com/applyadd?c=2883> | Course Page: <https://www.magnaskills.com/course/2883> | WhatsApp: +27 63 007 9022

This document is intended to support course review, sponsorship approval, delegate nomination and organisational training planning.