

HR FOR NON HR MANAGER

~Let's develop human resources together – the most important asset determining the success and growth of your business!~

You are in a management position, yet not equipped with the essential human resource management skills? Do you often encounter difficulties in:

- ✦ Recruiting suitable candidates who possess the necessary skills and qualities for the job?
- ✦ Building the development plan for employees and fostering their growth?
- ✦ Delegating and supervising effectively to ensure tasks are completed correctly and objectives are met?
- ✦ Maintaining employee motivation and retaining key talents?

If you aspire to become a truly successful manager with both comprehensive professional knowledge and human resource management skills, enroll in the “HR Management for Non-HR Managers” course. You will learn essential HR management skills, including recruitment, employee training and development, performance evaluation, and task delegation.

CONTENT

Part 1: Overview of human resource management in the current situation

- ✦ Introduction of the current situation and human resource management methods
- ✦ Current Human Resource management models
- ✦ Trends in Human Resource Management
- ✦ Challenges in Human Resource Management and Solutions

Part 2: Roles and responsibilities of a manager in human resource management

- ✦ Roles and responsibilities of a manager in human resource management
- ✦ 3 Roles of a Manager (Work Management, Department/Organization Management, HR Management)
- ✦ Required skills and qualities for a manager

Part 3: Developing personnel management strategies for the department

- ✦ Clarify personnel management strategies
- ✦ Plan personnel needs, recruitment, and employee allocation
- ✦ Design job descriptions and assign tasks to subordinates
- ✦ Assess competencies and categorize employees
- ✦ Build career path, train and develop subordinates

Part 4. Understanding, recruiting, and utilizing human resources

- ✦ Effective recruitment process & interview skills to hire suitable candidates
- ✦ Techniques to identify potential candidates during interviews
- ✦ OEfficient onboarding and training for new employees

Part 5: Assigning tasks, supervising, and managing department performance

- ✦ Task assignment and delegation skills
- ✦ Job monitoring and performance assessment skills
- ✦ Implementation of the monitoring system
- ✦ Performance assessment based on specific criteria/KPI

Part 6: Motivation and talent retention methods

- ✦ Clarify and categorize employee motivation
- ✦ Motivation theories in human resource management
- ✦ Managers' actions to motivate employees
- ✦ Build an enthusiastic, creative, and inspiring work environment.
- ✦ Build a departmental culture to enhance team cohesion and strength

Part 7: Summary and Action Plan

✕The above content is subject to change without prior notices



OBJECTIVES



- ➔ Managers at different levels from different departments can have a basic understanding of human resources management and its functions
- ➔ Understand the roles and responsibilities of a manager in human resources management
- ➔ Enhance employee commitment, motivation, and performance through effective guidance, coaching, and delegation

TARGET



- ☐ Staff ☒ Middle-Management
- ☐ First-line Management ☒ Top-Management

METHOD



30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.



A I M N E X T

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