

HR for NON HR MANAGERS



Business success through people

18 & 19 August 2010
Midrand Conference Centre, Midrand,
Johannesburg, South Africa

YOUR PRESENTER

Daphne Els

Daphne has 20 years experience in human resources and business strategy as well as line management, focusing on project delivery and execution in strategy, organizational development, career development and training needs assessment and development. Her areas of expertise are project management, acting as Skills Development Facilitator and change management. She has consulted to organisations ranging from small, to blue-chip, including governmental organisations.



Business success through people

Conference Programme

HR for Non HR Managers

“It is only as we develop others that we permanently succeed”
Harvey S Firestone

Duration

Learners attend a 2-day classroom-based training workshop

NQF Level: 4

Workshop Facilitation

This course allows learners to gain hands-on experience.
Learning is at all times aligned to workplace-specific requirements and
case studies and practical exercises are aimed at solutions in the learners' specific working environment.

Course Content

What Is Human Resource Management?
Legislation Affecting Human Resource Management
Designing Jobs
Human Resource Strategy
Understanding the importance of Human Resource strategy to the strategic direction of the organization
The Recruitment Process
Selecting the right people
Choosing Methods of Recruitment; Job Advertisements
The Importance of Employee Selection
Reliability and Validity; The Selection Process
Interviewing Techniques
Retaining employees
Training and Development
Developing employees
On-Boarding Programme (induction)
New Employee Orientation;
Bring new / existing employees up to speed
Your style of leadership
Leading change
Developing teams
Achieving results
Grievance procedures
Handling of conflicts in the workplace

CONFERENCE FEE:

HR for Non HR Managers

ZAR 4 500.00 excl VAT

For more information contact:

Office:
Tel: 016 985 4652/93

Charmaine de Jager
charmaine@cittraining.co.za
084 645 7304

To register Click Here

http://www.cittraining.co.za/1this_reg_form.php

Please note that we reserve the right to cancel scheduled training dates should there be insufficient response and numbers.

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