

## FOUNDATION SKILLS FOR NEW HR OFFICERS

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Foundation  
skills for new  
HR Officers



**COURSE LENGTH: 1.0 DAYS**

Human Resource (HR) is a fundamental link between a company and its employees. HR is responsible for developing and managing the overall workforce in an organization. The HR staffs administer employees as well as attracting, hiring and retaining personnel. To suitably manage the company's labor force, recruit, hire and retain the deserving employees, HR staff must be well-equipped with the right knowledge and skills.

The PD Training Foundation Skills for New HR Officers training course teaches you how to use realistic tools to manage interviewing, recruiting, orientation, implementing working practices & policies, termination, etc. This practical, hands-on course is perfect for line managers, administrators or human resource officers.

This dynamic training course is available now throughout Malaysia and Kuala Lumpur.

This Foundation Skills for New HR Officers training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote or enroll now into the next public course date.

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## FOUNDATION SKILLS FOR NEW HR OFFICERS COURSE OUTLINE

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### FOREWORD

An organization's staff is now seen as its most valuable asset, and human resources skills are vital to organizational success. This HR course covers the complete lifecycle of HR responsibilities including recruitment, staff retention, employee annual review and feedback, workplace health and safety, employee discipline and staff termination.

Whether you are a new HR Officer, or you are responsible as a manager for HR functions this course will help you understand how much of that role is really about people, as well as aspects of legislation, policy, and procedures.

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### OUTCOMES

- Explore the range of Human Resource activities and responsibilities
  - Define human resource terms & subject matter
  - Effectively recruit, interview & retain employees
  - Follow up with a new employee in a structured manner
  - Become an advocate for employee health and safety
  - Provide accurate, actionable feedback to employees
  - Act appropriately in situations requiring discipline & termination
  - Evaluate strengths & opportunities for human resources in the workplace
  - Identify three areas for further human resources development as part of a personal action plan
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### MODULES

#### Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Lesson 2: Human Resources Today

- What is Human Resources Today?
- Key Factors Influencing Human Resources Today
- Growth in Human Resources

#### Lesson 3: Recruiting and Interviewing

- The Job Selection Process
- Get Good at Interviewing
- Interviewing Fairly
- The Best Way to Interview

#### Lesson 4: Retention and Orientation

- Getting Off on the Right Track
- Creating an Engaging Program
- Using an Orientation List

#### Lesson 5: Following up with New Employees

- Checking in

#### Lesson 6: Workplace Health and Safety

- Following up
- Designing the Follow-up Schedule

- Understanding your role and Responsibilities
- Understanding Local and Industry Specific Rules
- Training for Managers

### **Lesson 7: Workplace Bullying, Harassment, and Violence**

- Definitions
- Costs to the Organization
- The Manager's Role
- An Employer's Responsibility

### **Lesson 8: Workplace Wellness**

- Wellness Behaviors
- Wellness Trends
- The Case for Wellness

### **Lesson 9: Providing Feedback to Employees**

- Feedback Model
- The Feedback Sandwich
- Encouraging Growth and Development

### **Lesson 10: Disciplining Employees**

- The General Discipline Process
- The Progressive Discipline Process
- Having Discipline Meetings
- Following Up

### **Lesson 11: Terminating Employees**

- Documenting Events
- Making the Decision
- Communicating the Decision

### **Lesson 12: Wrapping Up**

- Documenting Events

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)