



TRAINING WITHIN REACH

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HUMAN RESOURCE MANAGEMENT

COURSE OUTLINE

The Changing Role of HR

- A useful historical review of personnel/HR
- HR as a strategic business partner

The HR Function

- Key functional HR tasks in any organization
- How HR relates to non-HR functions
- HR, non-HR and shared employee-related functional activities

Legal Responsibilities

- HR and managerial legal responsibilities

The Employment Process

- Key issues of employment concern for HR practitioners
- Matching applicants with job requirements and responsibilities
- Selection criteria, questioning techniques and background research
- Orientation and assimilation

Information Processing

- Employee handbooks
- Policies and procedures manuals
- Human Resources Information Systems (HRIS)

Compensation

- Characteristics of an effective compensation system
- Job evaluations
- Salary surveys
- Traditional and dynamic compensation programs

Performance Management

- Objectives of performance management systems
- Coaching and counseling
- Performance management components and guidelines
- Respective roles among HR, managers and employees
- Performance management meetings: preparation, action plan, pitfalls
- Varied approaches to performance management

Benefits

- Mandated and voluntary benefits
- Typical/popular offerings
- Maintaining a cost-effective emphasis

Organizational and Employee Development

- Types of employee training
- Career development
- Succession planning
- Employee retention strategies

SEMINAR FEE: Pay in full 5 days before the seminar and avail our early bird rate of **Php 4,800 per head (Regular rate: Php 5,800 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

TERMS ON PAYMENT:

- Pay in full 5 days before the seminar and avail our early bird rate of Php 4,800.00 only.
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- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

CANCELLATIONS

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

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