

FOUNDATION SKILLS FOR NEW HR OFFICERS TRAINING

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Foundation
skills for new
HR Officers



COURSE LENGTH: 1.0 DAYS

The PD Training Foundation Skills for New HR Officers Training is designed for HR Officers and new managers. It develops a set of practical techniques for core HR functions including interviewing, orientation, safety, harassment, discrimination, violence, discipline, staff development and termination. This practical, hands-on course was designed for staff who want to develop real world human resource skills as line managers, administrators or human resource officers and covers key skills like discovering the best way to interview, creating an orientation process, workplace health and safety planning and awareness, staff development planning and cost control and more.

This dynamic training course is available now throughout New Zealand, including Auckland, Christchurch or Wellington.

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

FOUNDATION SKILLS FOR NEW HR OFFICERS TRAINING COURSE OUTLINE

FOREWORD

An organisation's staff is its most valuable asset, and human resources skills are vital to organisational success. This Foundation Skills for New HR Officers course covers the complete lifecycle of HR responsibilities and processes including recruitment, staff retention, employee annual review and feedback, workplace health and safety, staff development, 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 managing people, as well as important aspects of legislation, policy and procedures.

OUTCOMES

In this course participants will learn the following:

- 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

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

Lesson 5: Following up with New Employees

Lesson 6: Workplace Health and Safety

- Checking in
- 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 Organisation
- 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

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)