

## 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.

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## FOUNDATION SKILLS FOR NEW HR OFFICERS TRAINING COURSE OUTLINE

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### 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.

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### 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

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## **WEB LINKS**

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