

## FOUNDATION SKILLS FOR NEW HR OFFICERS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

This Foundation Skills for New HR Officers course will help a new HR Officer, or manager for HR functions, understand the importance of their role in effectively recruiting and managing the company's most valuable asset; its human resources.

This hands-on course covers a wide range of topics such as: tools and techniques in recruitment, staff retention, employee annual performance review and feedback, employee health and safety, employee discipline and termination, how to identify human resource areas for development and other HR activities and responsibilities.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## FOUNDATION SKILLS FOR NEW HR OFFICERS TRAINING 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. Our **Foundations Skills for New HR Officers** course provides you with the necessary knowledge to step into careers in HR, HR administration, recruitment agencies, professional development, and organizational management or change.

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### OUTCOMES

**By the end of this course, participants will be able to:**

- ▶ 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

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#### Lesson 1: Getting Started

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

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#### Lesson 2: Workplace Bullying, Harassment, and Violence

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

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#### Lesson 3: Human Resources Today

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

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#### Lesson 4: Workplace Wellness

- ▶ Wellness Behaviors
- ▶ Wellness Trends
- ▶ The Case for Wellness

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#### Lesson 5: Recruiting and Interviewing

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

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#### Lesson 6: Providing Feedback to Employees

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

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### Lesson 7: Retention and Orientation

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

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### Lesson 8: Disciplining Employees

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

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### Lesson 9: Following up with New Employees

- ▶ Checking in
- ▶ Following up
- ▶ Designing the Follow-up Schedule

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### Lesson 10: Terminating Employees

- ▶ Documenting Events
- ▶ Making the Decision
- ▶ Communicating the Decision

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### Lesson 11: Workplace Health and Safety

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

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### 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](#)