

# Short course in Human Resources

In today's fast-moving world, many managers and supervisors are expected to deal with some human resource issues. They may be asked to take part in developing job descriptions, take part in interviews, or take responsibility for discipline. This course will introduce you to human resource concepts. We will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring (such as diversity issues, compensation, and discipline).

## What Will Students Learn?

- ✓ Discuss current issues in the human resource field and the changing role of supervisors and managers in terms of HR functions.
- ✓ Write job specifications and identify core competencies.
- ✓ Apply methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
- ✓ Get new employees off to a good start.
- ✓ Understand compensation and benefits.
- ✓ Maintain healthy employee relations.
- ✓ Make performance appraisals a cooperative process.

## Modules

- ✓ Business Communication
- ✓ Global Business Strategy
- ✓ Risk Management
- ✓ GDPR Readiness : Creating a Data Privacy Plan
- ✓ Human resources
- ✓ Diversity in workplace
- ✓ Leadership
- ✓ Coaching and Mentoring
- ✓ Goal Setting
- ✓ Performance Management
- ✓ Process improvement with Gap analysis
- ✓ Change Management
- ✓ Lean process Improvement
- ✓ QuickBooks

## What's Included?

- ✓ Instruction by an expert facilitator
- ✓ Small, interactive classes
- ✓ Specialized manual and course materials
- ✓ certificate of completion

## Pre-Registration Information

Yes! I would like to attend the short **Course in Human Resources!** Sign me up for the following session: **January 2019**

310 OAK Avenue, NBS Building 3<sup>rd</sup> Floor Randburg.

**Cornerstone Supreme Accreditation Number:**

- **SETA : 12255**
- **Bankseta : Bank-Corne180502**

**Payment : R 8000**

Alternatively : Deposit : **R 2500** and **R 1100** / Mth for a period of 5 months

## Banking Details

- **Account Name :Cornerstone supreme**
- **Account Number: 62653109283**
- **Bank : FNB**
- **Branch Code : 620**

NB : Use your Name and ID as reference



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