



HUMAN RESOURCES FOR HODs, MANAGERS and EXECUTIVES

COURSE MODULES

- Importance of HRM for HODs
- Organising the Department
- Organising Job Descriptions and Job Specifications
- Job Interview Skill
- Job Training & Developing Employee Potential
- Employee Performance Evaluation and Performance Management
- Counselling
- Managing Probationers
- Improving Employee Relations & Ethical Management



Human Resources / Staff Management is one of the most complicated and difficult task as every employee is different. Staff

management is the line responsibility. Getting it right within the legal environment is immensely important for all organisations. Getting it wrong can be very damaging both in the long and short term.

This “HR for HODs, Managers and Executives” course offers the core toolkit of HR skills that every manager and HOD especially growing managers should possess, even if they don’t work in HR.

LEARNING OUTCOMES

At the end of the programme participants are able to:

- Organise an effective department
- Write proper job descriptions and job specifications
- Conduct a successful interview
- Identify training needs, plan and carry out training and development for the department
- Conduct professional performance evaluation and draw up Performance Improvement Plans (PIPs)
- Conduct a professional counselling session
- Manage probationers the professional way
- Improve employee relations and ethics in management

TARGETED AUDIENCE

- HODs
- Managers
- Executives

LEARNING METHODOLOGY :

Presentations, interactive group discussions, case studies, role-play

TRAINER PROFILE : Mr. Cyril Pagadala

Qualifications:- BA (English), MA (Human Resource Management)

EXPERIENCE :

Cyril has more than 18 years of working experience, in local and multinational companies, in the field of Human Resources Management, Administration and Operations in various industries. He last held the position of Director of Administration and Human Resources.

He is now a lecturer and corporate trainer for more than 10 years in the field of human resource management, HR laws, leadership principles, customer service, business communication and English. His working experiences have provided with him with deep insight and lasting exposure to various problems and solutions of different kinds. He brings this exposure to his specialised areas of training. He delivers and facilitates the programmes in a simple, easy-to-understand way and willingly shares knowledge. He is able to provide many simple solutions to work challenges.

