



WANFAH PROSPER PLT

<https://wanfahprosper.com/hr-for-non-hr-managers/>

PROGRAMME OUTLINE for HR for HODs, Managers and Executives

DAY 1

9.00am to 10.30am

Introduction

- Roles of HRM Department and Line Management in HRM
- HR Structures
- HR Challenges for Non HR Managers

Module 1:

The Job and Competencies

- Identifying duties and responsibilities
- Identifying competencies for the job holders
- Purpose of documentation

10.30am to 10.45am – Break

10.45am to 1.00pm

Module 2:

Interviewing Skills

- The interview process
- Do's and Don'ts in the interview
- Types of interviews
- Types of interview questions

How to be an effective Job Interviewer

1.00pm to 2.00pm – Lunch Break

2.00pm to 3.30pm

Module 3:

Identifying Training Needs (TNA)

- Purpose of training
- Methods of identifying training needs
- Training identification process
- Link between training and motivation

Your roles in Identifying Training Needs of your subordinates

3.30pm to 3.45pm - Break

3.45pm to 5.00pm

Module 4:

Understanding of Employment Contract

- Employee & Employer Rights
- Offers of employment and references
- Implied and expressed terms
- Contracts for part time, temporary & casual staff
- Notice periods, contractual rights & exit interviews



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DAY 2

9.00am to 10.30am

Module 5:

Handling Legal Administrative Problems

- Annual leaves
- Public holidays
- Sick leaves
- Maternity leave
- Rest days
- Limit on hours of work per day and week
- Limit of overtime per day and month and related issues
- Unpaid leave
- The different payment rates on Public holidays, rest days
- Equal opportunities and discrimination

Your roles as HR Information Disseminator

10.30am to 10.45am - Break

10.45am to 1.00pm

Module 6:

Handling Discipline, Grievances and dismissal procedures

- Difference between major and minor misconduct
- Delivering cautions and verbal warnings
- Drafting warning letters
- Termination of employment

Your roles in Disciplinary Process

1.00pm to 2.00pm – Lunch Break

2.00pm to 3.30pm

Module 7:

Conducting the Performance Appraisal and Managing Performance

- Purpose of Performance Appraisals
- How to carry out the performance appraisal interview
- Purpose of performance management
- What do employees expect from performance management and appraisals?

Your roles as Performance Appraisal Interviewer

3.30pm to 3.45pm - Break

3.45pm to 5.00pm

Counselling for Indiscipline and Poor Performance

- Competencies for a counsellor
- Aim of counselling
- How to counsel employees
- Documentation for counselling

Scenarios/Case studies: Your roles as Counsellor/Discipline Handler