

# HUMAN RESOURCE MANAGEMENT FUNDAMENTALS Course Agenda

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## Course Overview:

Sprintzeal's prewritten training course content simplifies the process of creating and delivering training courses, particularly in human resource management skills. This comprehensive bundle includes

- Fundamentals of Human Resource Management
- Covers recruiting, remuneration, and performance management.
- Aims to expand course offerings and enhance target audience skills.
- Provides high-quality, informative HR training.

## Learning outcomes

The course on the fundamentals of human resource management aims to equip participants with the necessary skills and knowledge to effectively manage human resources. At the completion of the course, participants will learn:

- Comprehensive training material for employees or leaders.
- Emphasizes effective HRM processes to increase performance.
- Covers HR topics like recruitment, compensation, and performance management.
- Identify the human resource planning process.
- Highlights the importance of recruitment and selection.
- Details the main types of compensation and benefit systems.
- Introduces an effective performance appraisal process.
- Explains the function of training and development.

## Course Agenda

### Module 1: Introduction to Human Resource Management

- Definition of HRM.

### Module 2: Performance Factors within Groups

- HR planning.
- Recruiting and selection.
- Compensation and perks.
- Performance management.
- Training and development.

### Module 3: Understanding HR Planning Skills

- How to create an action plan
- Identifying current and future HR needs.
- Conducting demand and supply analyses.
- Estimating deficits and surpluses.
- Key components of the human resource planning process.
- There are diverse viewpoints on human resource planning inside organizations.

### Module 4: Group Communication

- Finding prospects successfully.
- Conducted recruiting interviews.
- Using psychometric testing for evaluation.
- Include job analysis and descriptions.
- Conducting reference checks and making employment offers.

## **Module 5: There are five major forms of compensation and benefits.**

- Flat rate only.
- Flat rate with results-based payment.
- Merit pay.
- Profit/gain sharing.
- Piecework

## **Module 6: Eight performance-management techniques**

- Rank
- Paired comparisons
- Critical incidents.
- Free-form/narrative methods.
- Self-assessment
- Rating
- Assessment centers
- Assessing performance



## Module 7: Training and Development.

- Understanding the training cycle
- Primary methods of training and development
- The importance of performing training needs analysis.

### About Sprintzeal's Human Resource Management Fundamentals Course

Sprintzeal's Human Resource Management Fundamentals course offers a comprehensive solution for individuals or organizations seeking to enhance their HR skills. Participants gain a deep understanding of HRM processes, including recruitment, compensation, performance management, and training. The course equips participants with HR planning skills, effective talent recruitment techniques, and performance management techniques. Enrolling in this course can contribute to the success of the workforce.

