



# HR Fundamental



## Overview

In recent years, tasks that were originally thought to "belong" to the human resources department have become a part of many managers' job descriptions. This course will give participants the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline, and termination. Learners will gain a broad overview of the human resource function.

## Who this course is for

Anybody involved in HRM or for those who are looking for a taste of it. This course principally welcomes HR staff, HR officers, training and development staff, recruitment/selection staff, or anyone considering a career in Human Resource Management.

## Course outline

- Topic 1: A History of Human Resources
- Topic 2: The Interview Process
- Topic 3: Employee Orientation
- Topic 4: Following Up with New Employees
- Topic 5: Workplace Safety
- Topic 6: Dealing with Harassment and Discrimination
- Topic 7: Workplace Violence
- Topic 8: Managing Employee Performance
- Topic 9: Disciplining Employees
- Topic 10: Terminating Employees

*"To keep customers, business needs to invest in its employees."  
Unknown*

By the end of this course, learners should be able to:

- Describe the implications of different aspects of Human Resource Management on their daily responsibilities
- Define human resources terms and subject matter
- Recruit, interview, and retain employees more effectively
- Follow up with new employees in a structured manner
- Be an advocate for their employees' health and safety
- Provide accurate, actionable feedback to employees
- Act appropriately in situations requiring discipline and termination
- Evaluate some of the strengths and opportunities for Human Resources in their own workplace
- Identify three areas for further development within the Human Resources field as part of a personal action plan



✓ Course Level	Short Course
✓ Course Hours	8 hours
✓ Course Standard Price	£85

### Applies towards the following certificate(s) and award(s)

- Professional Certificate in HR