

## **Human Resources Management Fundamentals Program Outline**

### **Day 1**

#### **Welcome and Introductions:**

The instructor takes time to get to know the students and to develop an understanding of the environments in which they work and provide human resource management services.

#### **Overview of Human Resources in Organizations:**

This module provides a broad-based overview of why it is important to properly manage human resources within an organization. It also identifies the critical functions performed by human resource managers to promote organizational success.

#### **Employment Law and Equal Employment Opportunity (EEO):**

This module provides an overview of common legal requirements of employers (based upon generally accepted U.S. and International standards). It also outlines the U.S. based approach to Equal Employment Opportunity rules and regulations.

### **Day 2**

#### **Human Resource Planning:**

This module identifies the need for effective human resource planning and shows participants how to properly plan to meet the human resource needs of an organization.

#### **Recruitment and Selection:**

This module discusses effective techniques for recruiting and selecting the right people, with the right skills, to fill positions within a company. It also identifies common rules and regulations associated with hiring processes.

#### **Compensation and Benefits:**

This module focuses on the “Total Rewards” concept for compensation and benefits; it also discusses how to set compensation levels that are appropriate for given positions and provides guidance about how to administer fair and reasonable benefits packages.

### **Day 3**

#### **Training and Development:**

This module provides guidance for implementing an employee training and development program that will grow employees, improve retention, and develop talent within an organization.

#### **Risk Management:**

This module helps students understand the importance of managing risks for employees by creating a safe, healthy, and secure work environment.

#### **Employee and Labor Relations:**

This module covers common topics, such as: unions, unfair labor practices, collective bargaining, employee disciplinary systems, individual employment rights, employee involvement strategies, and employee attitudes and satisfaction.