



RV CENTRE INTERNATIONAL

CORPORATE TRAINING

## Human Resource Modules

*Leading to Executive Diploma in HRM*

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## Strategic Human Resource Management (2 Days) Job Evaluation (1 ½ days)

(2 Days)

This module runs through key elements in Human Resource Management.

- ★ Role of HR in a Modern Organization
- ★ How to set up a HR Department
- ★ The right people in the right places
- ★ Compensation & Benefits
- ★ Measuring Employee Performance
- ★ Employee Training & Development
- ★ Employee Relations & Communication

## Performance Management

(1 ½ days)

- ★ What is Performance Management?
- ★ Reasons for performance appraisal
- ★ Deciding on an "Appraisal System" for the Company
- ★ How to design an "Appraisal System". Criteria to adopt for various categories of employees
- ★ Using the "key results areas" or "individual key objectives" system of measurement versus "attributes system" ..... the advantages and disadvantages
- ★ Procedure and how to conduct an annual appraisal. Pitfalls, 'Do' and 'Don't'. How to ensure fairness and equity. Self appraisal and joint appraisal
- ★ Using annual appraisal results to award annual 'salary increases' and 'bonus'
- ★ Using appraisal system for 'training needs analysis'. What must you do

Some crucial questions to ask yourself::

- ★ Are your staffs promoted in terms of number of years served in the organization?

- ★ Are their salary packages offered based on titles rather than their job size and responsibilities? Should managers of different departments be given the same package?
- ★ Can you justify that each individual staff's salary offered in your organization is just?

### Course Contents

- ★ What is Job Evaluation? How do you measure the size or importance of various Jobs?
- ★ Why do we evaluate Jobs? Types of Evaluation methodology
- ★ Issues concerning Job Evaluation
- ★ Value for the Job and what salaries should be paid for each Job size
- ★ The Hay Job Evaluation System and how it works
- ★ Job Descriptions and Accountabilities. Procedures of Job Evaluation
- ★ Dimensions of a Job...Know-how, Problem solving and Accountability and how to assess them for each Job
- ★ Techniques of evaluating the size of various Jobs
- ★ Practical exercises on writing Job Descriptions and Evaluating Job sizes



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### Effective Interviewing & Selection Techniques

**(1 ½ Days)**

- ★ Importance of right person for right job and its impact on company performance
- ★ What is recruitment selection and its importance
- ★ How to prepare candidates' selection criteria
- ★ Job fit, organisation culture fit and strategic fit
- ★ What are job competencies and why they are important
- ★ How to develop proper Job specifications for recruitment
- ★ How to develop candidate specifications and prepare for interview
- ★ Modern interview theory in the selection process
- ★ Competencies-based interviewing techniques and how to apply them in the selection process
- ★ Practical exercise in preparing "selection criteria" and "interviewing skills"
- ★ Procedure and how to conduct an annual appraisal. Pitfalls, 'Do' and 'Don't'. How to ensure fairness and equity. Self appraisal and joint appraisal
- ★ Using annual appraisal results to award annual 'salary increases' and 'bonus'

### Training & Development

**Module is also available. (1 day)**

### Compensation & Benefits (1 ½ Days)

- ★ Determining a Company Compensation policy and how employees should be paid
- ★ Types of Compensation System, their relative advantages and disadvantages. Some terms and definitions in Compensation
- ★ How to determine the 'worth of various Jobs' and how an employee should be paid. 'Value for the Job' or pay for the person?
- ★ Base pay, Variable pay, Incentives, Productivity and Salary Scales
- ★ Their relationship and how to apply them
- ★ What is 'Performance-based Compensation' and how do they motivate higher performance?
- ★ Designing a performance-based pay salary system to improve your Company business performance. Components that make up a performance-based System
- ★ Annual salary adjustment and payment of bonuses. Cost of living adjustment and Company's profitability and individual performance.
- ★ Various types of Employee Benefits. Statutory benefits and discretionary benefits based on market practices
- ★ Communication of Compensation System to the employees and how salary administration is carried out