



Human Resource Management

Ideal for HR officers and line/operations managers wishing to expand their knowledge across all human resources functions. The course addresses the key areas of recruitment, performance management, negotiation and industrial relations.

Designed for

HR Officers and those wishing to understand the principles of human resource management and line/operations managers, with an interest in developing techniques in people management and the systems that support these.

Course outcomes & benefits

This course highlights the importance of effective communication of industrial relations policies and procedures at an organisational level, especially those relating to OHS and EEO, to minimise industrial relations conflict and enhance organisational industrial relations. It develops the skills required to establish effective workplace relationships, networks and teams, to negotiate effectively and deal with conflict and deadlock. At the end of the course participants will be able to execute all tasks associated with the recruitment cycle and support the implementation of performance management systems to improve organisational performance.

Course content

- Implement industrial relations procedures
- Undertake negotiations
- Promote equality of opportunity and fair treatment for all
- Monitor a safe workplace
- Establish effective workplace relationships and networks and promote team effectiveness
- Recruit, select and induct staff
- Support the performance management process

Duration & course dates

8 days 05, 12, 19, 26 May; 02, 09, 16, 23 June
 09, 16, 23, 30 Sept; 21, 28 Oct; 04, 11 Nov

Investment

\$3,300

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BSB41007

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