

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

This programme has been designed to prepare people new to the HR function to make a smooth transition into their roles. Participants will be grounded in the basic HR activities of attracting; engaging, developing and managing employee expectations. Participants will also learn the administrative support functions in an HR setting.

Learning Objectives

Participants will:

- Understand the roles and responsibilities of the HR function to the business
- Help operational staff in meeting their needs.
- Assist in collating HR metrics
- Understand the laws relating to the contract of employment

Learning Contents

- Importance and definition of human resource
- HR function: Past, Present, future
- HR department roles & responsibilities
- HR partner model
- HR value proposition
- Employee life cycle
- Manpower planning
- Recruitment and selection
- Training and development
- Target setting and performance appraisal
- Benefits and Compensation

- Employee engagement
- Laws of the contract of employment
- Grievance handling, counselling, and disciplinary procedures.
- Introduction to industrial relations
- Personnel administration
- Staff handbook as an HR tool
- Important HR metrics
- Employee satisfaction survey

Physical	Virtual (local)	Virtual (International)
₦ 225,000.00	₦ 199,999.00	□ 165.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. Fee: Negotiable

Date:

February 5 – 7,

May 7 – 9,

September 10 – 12, 2025.

Who Should Attend?

Management trainees and Unit managers, Employees deployed from line functions to HR, Administration and Office managers.

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