



# SOUTERS®

Business and Office Skills Training Specialists

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## HUMAN RESOURCE MANAGEMENT FOUNDATION COURSE

### COURSE OVERVIEW

Human resources are fundamental to all organisations and therefore it is an area that offers numerous career opportunities. This is an introductory course that looks at best practices in recruitment and selection of employees. It also looks at the keys of training and enhancing your employee's skills and experience.

The course gives also a strong overview of appraisals from an HR and employee perspective. Managerial theories such as the motivation of employees, team working and the relationship of the staff to management are also addressed.

The overall aim is to cover the main areas of interest in Human Resources and to also demonstrate the crucial role it plays in the workplace.

### COURSE CONTENT

- The Principles of Human Resource Management
- The Recruitment and Selection of Employees
- Training and Professional Development of Employees
- Employee – Management Relations
- Motivation of Employees
- An Overview of Employment Law
- Managing Employees and coaching them
- Organisational Culture and fitting in with the culture
- Appraisals and Objectives
- Methods of Interviewing
- Team working and relations within an organisation

### WHAT ARE THE GAINS FROM THIS COURSE

The course provides the learner with a strong understanding of the main principles of Human Resource Management. The course has practical work simulation that will assist you in applying your acquired knowledge in your professional life.

### COURSE TIMING

The course runs from 10:30 to 16:30. It has duration of one day.

### WHO IS THIS COURSE FOR?

- The course is a great foundation in HR for someone new to the industry
- People working in HR that are seeking formal training to consolidate their knowledge
- People with jobs (such as Projects, PAs, Office Manager or Admin Assistants) who encounter HR functions and would like to consolidate their knowledge