

## Human Resource Essentials – An Introduction

### Who should attend?

This workshop will be of benefit to those who:

- are currently working or intend to work in a Human Resource role and have had no formal training or
- are responsible for the Human Resource role in their own business

### Learning Outcome

By the end of this workshop participants will be able to:

- Use techniques and tools that will assist them to effectively carry out essential HR requirements

### Workshop Content

#### Recruitment Preparation

- Scoping the role
- Preparing a meaningful Job Description
- Writing a job advertisement that targets the best candidates
- Meeting legislative requirements

#### Selection and Retention

- Screening and short listing
- Preparing the right questions
- Structuring the interview
- Making reference checking meaningful

#### Making Feedback Count

- Why ongoing feedback is important
- Constructive versus destructive feedback
- The STOP model for giving feedback

#### Managing Workplace Performance

- Using the GROW model to coach
- Managing the disciplinary process

### Duration

4 x 4hr sessions

Days 1,2,3 – 1pm – 5pm

Day 4            8.30am – 12.30pm

### Your investment

\$495.00 plus GST (please note this is a special introductory offer)

### Course facilitators

Marion Haydon - Improvus NZ Ltd

Gina Frazer - Aksent hr solutions

### Course dates

Masterton

3,5,10 & 12 August 2010

### Enrolments and payment

Please email [info@improvus.co.nz](mailto:info@improvus.co.nz) for an enrolment form.

Payment will be due at the time of enrolment