XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR in the Public Sector Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 ????? 2027	Kuala Lumpur	Classroom	€5?500
28 ????? – 2 ????? 2027	Live online	Online (live)	€1?200
6 – 10 ?????? 2027	Live online	Online (live)	€1?200

Register or ask a question

Online: x8ti.com/course/hr-in-the-public-sector-training-course/
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HR in the Public Sector Training Course

Introduction

Introduction

The goal of human resource management (HRM) is to increase the efficiency of an organization's human capital. This goal applies to all HR professionals in the public sector, given the broader reach. The responsibilities of HR personnel do not change no matter which sector; however, the practices, policies and values, legal obligations may differ basis the company and industry.

There is a difference between how HR management works in the public or private sector. Some of these differences will be approach, displaying the individuality and experience of the HR leaders; others will be the responsibilities and limitations, influenced by law and public policy.

There are guidelines, procedures, and measures to keep in mind. Public service laws regulate many aspects of the occupation liaison and certain government agencies may have their own set of personnel guidelines and procedures. Also, different laws and governing bodies oversee labor relations in the public sector. This course from Xcelerate training institute will empower the HRs in their roles and responsibilities in the Public Sector.

Learning Objectives

- Understand the importance of human resource management, its tools and techniques and demonstrate leadership practices effectively
- Identify HR practices and differentiate between the public and private sectors
- Learn the history and understand the theory of HR management in the public sector
- Learn and understand the legal obligations and the responsibilities to provide a safe and productive workplace
- Recognize and acknowledge the effects on management and administration of Strategic HR Operations and operational decision
- Understand the tools and techniques used by HR professionals while anticipating the future
- Understand the organization and management structure of HR function in the public sector and how to measure its productivity
- Effectively acknowledge the impact of policies and decisions on HR practices in the public sector
- Appropriate usage of analytical tools and techniques, and problem-solving methods used to deal with practical challenges

Training Methodology

The Certificate in HR (Human Resource) in Public Sector Course has been custom made by Xcelerate training institute for the Public sector organizations. The methodology includes the usage of lectures, discussion, individual and group exercises, case studies, etc. to ensure hands-on learning.

This intervention is an interactive workshop enabling participants to meet with professionals from different backgrounds, enhancing exposure. The same can be further refined to suit the goals and objectives of the

organization.

Xcelerate training institute is committed to enhancing conceptual learning and the ability to implement the same in a real-life scenario. Professionals thrive in their career as they learn from industry experts. And have lifetime access to the cohort for future connect.

Benefits for Your Organization

- Establish a stronghold in the market by effectively applying HR policies in the public sector
- The organization will be able to successfully provide suitable and productive employment
- Stimulating job availability and attracting the right candidate for the position
- Effective usage of sources available to compensate employees for their contribution
- The organization will be able to provide maximum opportunities to employees for personal and professional development
- Effective HR policies will create a healthy environment for employees in different departments to work in harmony
- The organization will be able to create a positive and enthusiastic attitude among the employees
- Prevent stagnancy and laid-back attitude by creating a growth-oriented culture

Benefits for You

- Learn to lead the employees towards achieving personal and organizational goals
- Participants would be able to establish trust and confidence among the employees
- Participants would be able to promote team spirit
- Learn to create an organizational culture with effective employee-management relation, motivation and trust
- Provide psychological safety and a sense of belonging to enhance morale
- Participants would be able to create trust and respect between employees and the organization
- Develop an effective performance appraisal and rewards & recognition system for the employees
- Learn to give positive feedback to employees and management
- Create a conducive culture of open and authentic conversations enabling ease towards constructive feedback
- Participants would learn problem-solving skills and generate acceptability towards change

Target Audience

Human resource professionals in the Public sector, HR enthusiasts aspiring to join or consult the Public sector organizations. Management and legal professionals associated with the Public sector.

Course Outline

Basics of HR in the Public Sector

- What is Human Resource?
- Benefits and Importance of Human resource
- Difference between Human Resource operations in private and public sectors

- Laws that have affected the development of HR in the public sector
- Major laws, regulations and ethics that affect and govern HR operations in the public sector
- Effective usage of Information Technology to improve HR in the public sector

Recruitment

- Role and importance of workforce planning
- Identifying and developing effective source for applicants
- Attracting the candidates to apply for jobs
- Maintaining a balance between internal and external sources (Fair practices)
- Effective planning and utilization of recruitment strategies
- Executive long term recruitment planning
- Background and reference check before recruiting candidate
- Employment Policies, Procedures, and Guidelines

Selection

- Selection on a merit system
- Developing a system of selecting candidates
- Building repository of test to be conducted, questions to be asked to the candidates
- Formulating interviewing techniques
- Reference check
- Medical examination policy and procedure
- Scorecard
- Line managers' decision

Classification and Compensation

- Job analysis techniques and classification processes
- Pay for performance
- Compensation and classification strategies and their effects on other HR functions
- Administrative compensation
- Leading wage and salary survey
- Ascertaining wage and salary rates based on various factors
- Evaluating its effectiveness

Employee Benefits

- Importance and strategies of employee benefits
- Types, characteristics and funding of employee benefits
- Budget and cost-cutting
- Applying laws that govern employee benefits
- Bonus and retirement plans

Labor Law and Employee Relation

- Labor law and regulations and its effect on employee relation
- Laws and regulations governing job classification

- Disciplinary actions and grievances
- Models of collective bargaining
- Collective bargaining agreement and its forms
- Relationship between the management and labor/employee

Employment Opportunities and Diversity

- Laws and regulations that govern employment opportunities and diversity
- Importance of diversity programs and their effects on other HR functions
- Employment policies and guidelines for employees and employer
- Equality and discrimination's
- Disciplinary actions and investigation

Organizational Development

- Organizational culture and strategies
- Employee development
- Change management
- Performance management
- Counseling and coaching
- Applying innovative strategies to succession planning

Practices and Challenges of Human Resource in Public Sector

- Identifying different environmental changes
- Determining the factors that affect the functioning of HR policies
- Talent acquisition and development management
- Staffing, promoting and appraisals
- Incentives and compensation
- Employee turnover
- Lack of effective leadership and succession planning
- Service transformation and efficiency

FAQ’s, Role-plays, Case studies and Discussions

No two organizations are the same and hence we take a unique approach in training HR professionals when it comes to the public sector. Industry veterans share their insights and challenges. Participants gain a broader perspective in handling everyday work-related challenges and build a visionary approach for long term success.

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Registration Form

HR in the Public Sector Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Email this form
info@x8ti.com

Register online
Open the course page