XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

# Human Resources Management (HRM) Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| **5 days** | **English** | **Classroom / Online** |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 26 – 30 ????? 2027 | Live online | Online (live) | **€1?200** |
| 3 – 7 ???? 2027 | London | Classroom | **€4?800** |
| 4 – 8 ?????? 2027 | Live online | Online (live) | **€1?200** |

### Register or ask a question

Online: x8ti.com/course/human-resources-management-hrm-training-course/
+491631686678 · info@x8ti.com

# Human Resources Management (HRM) Training Course

## Introduction

Introduction

Human Resources Management is a strategic approach to effectively manage employees at all levels in an organization. It is designed in a way to accelerate employee performance for the organization to gain a competitive advantage in the market.

Human Resource Management is a department that focuses on hiring, managing, and releasing or replacing the workforce. It is a bridge between employee performance and organizational objectives. Human resource management is a process of strategically hiring people, training, compensating, developing policies to maintain decorum, and retaining employees.

This Xcelerate Human Resources Management training course provides an inclusive and progressive overview of the role and activities of the Human Resource Department. It provides tools and techniques to effectively manage people and create opportunities to develop employee potential.

Learning Objectives

- Know the benefits of Human Resource Management in the success of any organization
- Work on strategies and approach of Human Resource Management
- Understand the functions and responsibilities of Human Resource Management
- Learn the techniques of working with employees and providing support and assistance when required
- Assess and analyze performance management in a multi-cultural environment
- Enhance the learning techniques and help the employees hone their skills
- Learn the process of effective hiring, selecting, and training the newly hired
- Establish a structure that drives productivity and engagement to boost morale
- Accelerate effective coordination and communication in the organization
- Utilize manpower to effectively achieve the organization’s goals
- Create a healthy work culture by keeping the workforce motivated
- Appreciate and encourage employees for their efforts and innovative ideas for the development of the organization
- Align employee’s personal growth stimulus with organizational goals
- Build an effective learning and development team for enhancing employee potential and value
- Effectively retain the employees by creating value and the feeling of belonging
- Efficiently manage employee data and compliance

Training Methodology

Xcelerate training institute has designed a Certificate in Human Resources Management (HRM) Training Course for individuals aspiring to lead in Human Resource Management space in any organization or as an independent professional.

It’s a very interactive course as participants from different cultures participate in this program and share their own office experiences and challenges. Custom-made modules can be arranged for organization specific learning requirements. This training course involves group discussions, case studies, and role-plays.

Benefits for your Organization

- Provide internal management training to the employees in developing the strength and ability to contribute to the organization
- Align organizations values and culture with its employees
- Establish guidelines and policies that allow the employees to display their abilities to perform task
- Establish flexibility and time management schemes for the employees to manage their schedule
- The organization will gain stability and be resilient while the business environment tends to change
- Develop efficient systems and implement contingency plans in the need of the hour
- The organization will have a process or a chain of effective communication between different departments and employees breaking the silos
- Create a process of giving 360-degree positive feedback to the employees for the growth of the organization
- Establish a smooth and efficient process of hiring, on-boarding, training and mentoring employees
- Manage and resolve conflict, address and resolve grievances
- Provide an environment of safety, health and hygiene in the workplace
- Acquire qualified employees, retain, train and encourage them to further their education, skills, and reward them with compensation benefits to drive success
- Automate the system to enhance the efficiency of the human resource team

Benefits for You

- The participant would be able to enhance their ability to interact socially
- Learn new developments and laws in the human resource function
- Learn to design elevated programs for career development and succession planning
- Engage and be a bridge between management and employees
- Design and develop employee welfare plans to enhance productivity and engagement
- Proactively introduce interventions to enhance the capabilities of existing human resource for future needs
- Use and leverage technology and automation for enhanced productivity and results of the HR department
- Stay abreast with the regulations that change in HR space impacting your industry and organization

Target Audience

Non-HR Leaders and Managers, HR personnel/experts, OD and Independent consultants, Corporate professionals in Human Resource Management

Course Outline

Introduction of Human Resources Management

- What is Human resources management?
- Benefits of Human resources management
- Importance of Human resources management
- Difference between Human resources management and development

Overview of Human Resources Management

- Role, responsibilities, and tasks of Human Resource Management
- Strategies of human resource management
- Functional structure of human resource management
- Human resource management vs personnel management
- Strategic HRM in a progressive organization

Administration and Performance Management

- Monitoring and reporting
- Absence management
- Performance management in a multi-cultural setting
- Appraisal and 360-degree feedback
- Designing and implementing performance improvement plans
- Enhancing learning interventions
- Providing support to employees

Basics of Human Resource Management

- Recruitment and selection
- Performance management
- Learning and development
- Succession planning and career development
- Compensation and employee benefits
- Human resource information system
- Data and analytics
- HR Compliance
- Workplace safety
- Talent management

Employee Support and Welfare

- Identifying the problems and providing solutions
- Introducing employee assistance programmers
- Equal opportunities and employee diversity
- Grievance and Overseeing Workplace Investigations
- Discrimination and harassment
- Exit interviews and procedures

Learning and Development

- Identify the need to train
- Implement adult learning practices
- Technical and soft skills training
- Professional and legal training
- Individual and group training
- Analyzing and Monitoring
- Coaching and mentoring
- Training and development interventions

Employee and Labor Relations

- Reconciling disagreement between employer and employee
- Negotiating disagreement between employees
- Workplace harassment and abuse
- Reviewing employee right with unions, management, and stakeholders

Employee Safety and Heath

- Implementing safety measures with the change of law in the industry
- Assessing safety and compliance, ensuring certifications with legal authorities
- Collaborating with relevant government departments for safety and compliance
- Examining safety and compliance with union

Employee Compensation and Benefits

- Bonus and commission
- Incentive pays
- Stock option
- Paid leaves
- Healthcare facilities
- Non-Monetary compensation (recognition, meal coupons, gift coupons)

FAQ’s, Case studies and Discussions

- Meet with eminent HR leaders in the industry
- Gain a global perspective and insights on evolving HR practices and trends
- Discuss and review policies that are relevant (Group activity)
- Draft policies for your organization (Individual Project)

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# Registration Form

## Human Resources Management (HRM) 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: .....

**Call**
+491631686678

**Email this form**
info@x8ti.com

**Register online**
Open the course page