XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

HR for Non-HR Managers Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
1 – 5 ???? 2027	Live online	Online (live)	€1?200
13 – 17 ?????? 2027	Live online	Online (live)	€1?200
11 – 15 ?????? 2027	France	Classroom	€4?800

Register or ask a question

Online: x8ti.com/course/hr-for-non-hr-managers-training-course-2/

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HR for Non-HR Managers Training Course

Introduction

Introduction

Human Resource is a function that every organization has. Its involvement does not only begin from the time a requirement is posted for a particular role, position, designation, or a vacancy, it continues to every aspect of an employee's role in the organization.

Everyone who has ever worked will know the involvement of the HR at some of the other stage of their life in the organization. HR plays a vital role in the life of any organization. There are various functions that HR manages and leads some of those are:

1. Hiring and recruitment
2. Training and development
3. Talent management
4. Organizational Development
5. HR partnering
6. Staffing and logistics management
7. Employee engagement
8. HR Operations

HR is considered to be a support function because it's work is to support the business in entirety by sourcing, finalizing, hiring, and training candidates for the job. They are responsible for ensuring that they get the right candidate that fits the role as defined by the operations or other support functions.

This course will help you understand the functions that HR handles and manages at every stage of a person's career. You will be able to appreciate their work and the challenges that come along the line.

Learning Objectives

- Understand various functions performed by HR and HR related functions
- Acknowledge and appreciate various challenges faced by the HR at various levels, both vertically and horizontally
- Gather sufficient knowledge about day-to-day and function-based activities
- Know various challenges face by HR at various levels of their functioning at the organization

Training methodology

Xcelerate training Institute keeps in mind the comfort and safety of our participants as well as facilitators. While we realize how sensitive a time we're in right now, we offer virtual as well as classroom sessions. Our facilitators come with a barrage of experience and expertise in the field of Training and development and invest hours in the detailing of every course that we design.

We keep ourselves abreast with the latest in technology and best practices across the training industry and offer our clients the best. An amalgamation of interactive sessions as well as presentation, role plays,

and hands-on sessions, we ensure that the participants take away the most from each session.

Benefits for Your Organization

- Managers will be able to understand and appreciate the various functions of HR
- A certain level of camaraderie and healthy relationship built between HR and other functions
- Management or expectations from the HR at various levels
- Better liaisons between the leadership, management, and HR function
- Renewed avenue to build strong networking and interpersonal skills at a management level

Benefits for You

- Gaining knowledge of various HR functions
- Appreciating HR business partners and their roles
- Being able to confidently interact with HR
- Gathering best practices from the HR functions
- Learn how to manage behaviors by understanding industrial and organizational psychology

Target Audience

- Management and Leadership role holders
- L&D Team- Trainers and facilitators
- Human resource professionals
- Business owners and businesspersons of various pedigree
- Anyone who wants to understand what HR role could be

Course Outline

General HR

- Role of HR in an organization
- HR Functions – Vertical and horizontal
- HR Designations via-à-vis operational designations
- HR evolution in organizations

HR Recruitment

- Various stages of recruitment
- Competencies and role definitions
- Business parties involved in decision making
- New-hire, and campus recruitment opportunities and challenges
- Offer made vs Rejection ratio and the analysis

Training and Talent Development

- New-hire training – Language, product, process and SOP training
- On-Job Training and certification
- Conducting TNA (Training Need Analysis) and TNI (Training Need Identification)
- Continuous talent development
- Promotion level competency building training

- Vendor management in training
- Training and return on investment

HR Business Partnering

- HR business partnering role – Business Unit SPOC and relationship with the leadership team
- Skip level meetings and feedback
- Coaching and feedback delivery to under-performers
- The understanding business requirement to up-skill, re-skills, or cross-skills talent
- Organizational development initiatives

HR Operations

- The back end HR work
- Tools and software used for gathering, collection, organizing, and making employee data visible and accessible when required
- Compensations and Benefits function in operations
- Entry and exit level feedback collection and dissemination
- Background verification check
- Letters provided to employees – Exit, relieving, confirmation, work-experience, promotion, demotion, etc.

HR and other support functions

- The liaison between HR and other support functions like, admin, third party service providers
- Admin functions and HR – Approvals and sign offs
- IT and HR – Approvals and sign offs

Challenges faced by the HR

- Escalations at the HR level
- Sexual Harassment redresses at the HR level
- Challenges of hiring, laying offs, and delivering bad news
- Governmental, political, and other threats and challenges to and for the HR

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Registration Form

HR for Non-HR Managers 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
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Email this form
info@x8ti.com

Register online
Open the course page