

# FUNDAMENTALS OF HR PRACTICE

## Three Day (block course)

### For

Human Resource Advisers and Coordinators new to the area of HR or wanting to update their skills or use the course as a refresher.

### Purpose

Human Resource Management can be defined as all the activities including the: concepts, strategies, policies and procedures a business will use in managing and developing the people that work within it. To achieve this HR practitioners have to be multi skilled with a core set of skills to enable them to cater for the diverse HR needs of the business.

This workshop will cover a range of the fundamental areas of human resource management that any HR practitioner will need to have an understanding and knowledge of. Participants will be involved in applying what is learnt to case studies, and practical exercises to aid the transfer of learning back to their own workplaces. Numerous practical examples based on real business situations will be provided throughout along with templates in an easy to use workbook that can be used as a resource after the course.

After course support will also be provided to course participants.

## Content

### Day 1

- Understanding the roles and responsibilities of a HR practitioner
- Developing effective communication skills and processes – questioning and listing techniques
- Legislation Essentials – covering a range of acts

### Day 2

- Recruitment and Selection (including job analysis)
- Employment Agreements Fundamentals (interpretation, , compulsory clauses, writing in plain language)
- Training and development (including Induction)

### Day 3

- Performance Management (Design, Implementation, Measurement and appraisal of employee)
- Developing Remuneration and Rewards Strategies

- Basic Health and Safety
- Handling poor performance and disciplinary procedures (focusing on procedure, process and minimising risk to the employer)

A range of NZQA units standard assessments can be undertaken with this course if required. A certificate of completion will also be issued.

### **Learning outcomes:**

1. To be proactive in the employment relationship to ensure HR practices meet business needs and show a return on investment.
2. To be able to act as an employer representative in a range of situations.
3. To start developing a tool box of resources that can be used back in their workplace.
4. To apply practical HR concepts and theories to practical workplace situations to get results.

### **Presenter: David Jenkins** [BBS, BEd, BAppSci, GradDipALT, ANZPPA]

David Jenkins is the CEO of NZPPA but for over 20 years he has also acted as an employer's representative and HR consultant for some of the largest companies in New Zealand. David had designed, implemented and managed HR functions, processes and procedures. His practical approach and ability to explain complex terms in plain language ensures learners get the maximum return on their investment.

NZPPA Member: \$1200 + GST  
Non Member rate: 1600 + GST

Morning tea, Lunch and afternoon tea provided

\*NZQA assessments have an additional charge of \$50 + GST per assessment.

### **Course Leader**

David Jenkins & Associates Ltd

Dates :

Auckland: 23-25 Jan 2012  
Wellington: 7-9 May 2012  
Christchurch: 27-29 Aug 2012  
Auckland: 1-3 Oct 2012