

## HR - INTRODUCTORY BASICS

*US 119713 / NQF Level 3 / Non-Credit Bearing*

Employees are a critical component of any business. Successfully managing the human resource aspect of business is important, even for very small businesses. Employees are part of the delivery of the product and service. Their performance, commitment and loyalty to the job are critical and can be boosted through successful HR management. It is equally important for a small business to be compliant with best HR management practice and legislation to avoid incurring unplanned and unnecessary costs in the event of a dispute.

### **WHO SHOULD ATTEND**

- Decisions makers working within an SMME (Small, Medium, Micro Enterprise) environment
- Delegates involved in New Venture Ownership and Management
- Entrepreneurs who are seeking to develop their entrepreneurial skills
- Staff interested in moving or have moved into a HR role within the organisation

### **HOW YOU WILL BENEFIT**

- Identify the human resource needs of a new venture, small business or department
- Implement human resource needs appropriately and within legal parameters
- Identify and compile basic employment policies and procedures
- Comply with relevant human resource legislation

### **WHAT WILL BE COVERED**

- Complying with relevant human resources legislation
  - Identifying and compiling basic employment policies and procedures
  - How to compile policies and procedures relating to the management of employees
  - Disciplinary and grievance procedures
  - Recruitment and retrenchment procedures
  - Basic development plans to further develop the skills of employees
  - The roles of employees, trade unions and employers in the workplace
- Identifying and planning for human resources
  - Undertake a basic skills survey to determine the skills requirements of a new venture
  - Determine the human resources capacity requirements in new venture
  - Determine the cost implications for employing staff
  - Draw up a basic profile of each person to be employed for interviewing purposes
- Basic recruitment and selection
  - Undertake selection and recruitment of new staff where relevant according to a basic recruitment and selection plan
  - Pre-recruitment meeting, compiling a position description and interviewing candidates
  - Employment contracts
  - Managing employees on an ongoing basis and conduct regular performance reviews to ensure that overall job criteria and development needs are being addressed
  - Performance reviews by doing a performance review interview

### **PTO For Table of Contents**

*Two-day course 08:30 -16:00*

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<p align="center"><b>Module 1</b> <b>Comply with relevant human resources legislation</b></p>	<p align="center"><b>Module 2</b> <b>Identify and compile basic employment policies and procedures</b></p>
<ul style="list-style-type: none"> <li>• Identify and explain legislation that applies to employment</li> <li>• Interpret and apply employment conditions for own venture</li> <li>• Implement policies to ensure equity in new venture</li> <li>• Communicate plans that relate to legislative matters to staff and relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Establish disciplinary procedures</li> <li>• Establish grievance procedures</li> <li>• Implement recruitment and retrenchment procedures</li> <li>• Compile and implement basic development plans to further develop the skills of employees</li> <li>• Demonstrate understanding of the roles of employees, trade unions and employers in the workplace</li> </ul>
<p align="center"><b>Module 3</b> <b>Identify and plan for the human resources needs of a new venture, division or small business</b></p>	<p align="center"><b>Module 4</b> <b>Implement the human resources needs of a new venture, division or small business</b></p>
<ul style="list-style-type: none"> <li>• Undertake a basic skills survey to determine the skills requirements of a new venture</li> <li>• Determine the human resources capacity requirements in new venture</li> <li>• Determine the cost implications for employing staff</li> <li>• Take a decision regarding employment possibilities and draw up a basic profile of each person to be employed for interviewing purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake selection and recruitment of new staff where relevant according to a basic recruitment and selection plan</li> <li>• Draw up employment contracts</li> <li>• Compile job descriptions and inform new recruits/employees of their duties</li> <li>• Manage employees on an ongoing basis and conduct regular performance reviews to ensure that overall job criteria and development needs are being addressed</li> </ul>