

HR INTRODUCTORY BASICS

US 119713 / NQF Level 3 / 4 Credits

Building a strong HR foundation for business success

Employees are the backbone of any business, and managing them effectively is key to long-term success. Whether you're running a small business, stepping into an HR role, or looking to strengthen your knowledge of human resource fundamentals, understanding HR basics is crucial.

This course provides a practical introduction to HR essentials, covering key employment laws, recruitment, employee management, and compliance with HR best practices.

Gain the knowledge and tools needed to build a positive, productive, and legally compliant workplace.

WHO SHOULD ATTEND

- Entrepreneurs and business owners managing employees
- Decision-makers in SMMEs (Small, Medium, and Micro Enterprises)
- Individuals transitioning into HR roles
- Managers and supervisors responsible for HR functions

HOW YOU WILL BENEFIT

- Understand and comply with key HR legislation to avoid costly disputes
- Develop essential HR policies and procedures for smooth business operations
- Improve employee hiring, management, and retention strategies
- Gain confidence in handling disciplinary and grievance procedures
- Strengthen your ability to plan for human resource needs effectively

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Two-day course 08:30 -16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinessstraining.co.za

WHAT WILL BE COVERED

Understanding HR legislation and compliance

- Overview of key employment laws and regulations
- Applying employment conditions in your business or department
- Implementing fair and equitable workplace policies
- Communicating HR policies to employees and stakeholders

Essential HR policies and procedures

- Developing employment policies tailored to your business needs
- Establishing effective disciplinary and grievance procedures
- Recruitment and retrenchment: following the correct processes
- Employee development: creating simple, effective training plans
- Understanding the roles of employees, trade unions, and employers

Hiring, managing, and retaining employees

- Conducting a skills survey to assess business needs
- Workforce planning: identifying capacity and cost implications
- Creating job profiles and selection criteria
- Managing recruitment and selection effectively
- Drafting employment contracts and job descriptions
- Performance management: conducting performance reviews & employee feedback sessions

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