

## The essentials of Human Resources Management (HRM)



RH-17 3 Days (21 Hours)

### Description

This Human Resources training is essential for all members of the HR function or company stakeholders who wish to have an overall vision of the function and understand its role and essential contributions. This highly structured and equipped Human Resources management internship provides basic knowledge and know-how on the different HR processes.

### Who is this training for ?

#### For whom

Anyone who needs to learn the fundamentals of Human Resources management and discover the different dimensions of the HR function.

#### Prerequisites

None.

### Training objectives

- Position the challenges and roles of the HR function.
- Acquire the key know-how of each HR process and identify the interactions between the different areas.
- Equip HR tools that can be directly transposed upon returning to the company.

### Training program

#### Avant le présentiel

- A self-diagnosis.

#### Positionner la fonction RH

- Know the evolution and challenges of the HR function.
- Locate the 4 major roles of the HR function.

### Maîtriser les étapes clés du recrutement

- Have a recruitment interview structure.
- Describe the position and profile.
- Know the legislation regarding recruitment.
- Question to validate motivations/key skills.

### Connaître les bases en gestion prévisionnelle des emplois et des compétences (GPEC)

- Know the legal obligations regarding GPEC.
- Identify the different stages of the process.
- Clarify the GPEC vocabulary (position, typical jobs, professional families. ...).
- Making connections between skills gaps and HR processes.

### Faire de la formation un levier pour développer les compétences

- Know the legislation on professional training and inform a colleague about existing systems.
- Develop a skills development plan: the steps.
- Analyze a need training and build appropriate solutions.
- Situate the role of the manager in the development of his teams.

### Organiser et suivre l'appréciation des performances et des compétences

- Understand the benefit of setting up an appraisal system.
- Identify the steps and tools of an annual appraisal interview.
- Distinguish annual interview and professional interview.
- Understand the links with other HR processes.

### Acquérir les principes de base en rémunération

- Understand what an effective compensation system is.
- Identify the components of compensation (fixed, variable, peripherals).
- Make a decision to relevant salary increase.

### Identifier les enjeux et les acteurs du climat social

- Know the tools for detecting the social climate.
- Understand the mechanisms of amplification of social tensions.
- Identify the role of social dialogue actors.
- Have indicators for monitoring the social climate and quality of life at work.

### Après le présentiel - Mise en œuvre en situation de travail

- A strengthening program: "One challenge per week for 7 weeks", tips and tricks.