

Diploma in Human Resource Management

September 2024

Thursdays - 6:30pm to 9:30pm

Please note this is a provisional timetable and subject to change:

Month	Day	Content
September	26	Definitions and key activities of human resource management (HRM)
October	03	Individual and group behaviour
	10	Managing team development
	17	Performance planning, objective setting, evaluation, and management. Motivation and leadership
	24	Strategic human resource and employment planning
	31	Job analysis, design, and specification setting. Recruitment, selection, and probation
November	07	Retention, training & development, training needs analysis
	14	Grievance and disciplinary processes
	21	Reward and benefits management and compensation administration
	28	Organisational career management
December	05	Employee relations - culture, arbitration, negotiations

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