

Hybrid Diploma in Human Resource Management

October 2022

Thursdays - 6:30pm to 9:30pm

Month	Day	Content
October	27	Definitions and key activities of human resource management (HRM)
November	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
December	01	Job analysis, design, and specification setting. Recruitment, selection, and probation.
	08	Retention, training & development, training needs analysis
	15	Grievance and disciplinary processes.
	22	Reward and benefits management and compensation administration.
	29	Christmas Break – No Class
January	05	Christmas Break – No Class
	12	Organisational career management
	19	Employee relations - culture, arbitration, negotiations

**Please note this is a provisional timetable and subject to change.*

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