

Diploma in Human Resource Management

June 2023

Thursdays - 6:30pm to 9:30pm

| Month | Day | Content |
|--------|-----|--|
| June | 08 | Definitions and key activities of human resource management (HRM) |
| | 15 | Individual and group behaviour |
| | 22 | Managing team development |
| | 29 | Performance planning, objective setting, evaluation, and management. Motivation and leadership |
| | 6 | Strategic human resource and employment planning |
| July | 13 | Job analysis, design, and specification setting. Recruitment, selection, and probation. |
| | 20 | Retention, training & development, training needs analysis |
| | 27 | Grievance and disciplinary processes. |
| August | 03 | Reward and benefits management and compensation administration. |
| | 10 | Organisational career management |
| | 17 | Employee relations - culture, arbitration, negotiations |

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

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