

Diploma in Human Resource Management

February 2024

Thursdays - 6:30pm to 9:30pm

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

Month	Day	Content
February	29	Definitions and key activities of human resource management (HRM)
March	07	Individual and group behaviour
	14	Managing team development
	21	Performance planning, objective setting, evaluation, and management. Motivation and leadership
	28	Strategic human resource and employment planning
April	04	Job analysis, design, and specification setting. Recruitment, selection, and probation
	11	Retention, training & development, training needs analysis
	18	Grievance and disciplinary processes
	25	Reward and benefits management and compensation administration
May	02	Organisational career management
	09	Employee relations - culture, arbitration, negotiations

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