

Diploma in Human Resource Management

May 2024

Thursdays - 6:30pm to 9:30pm

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

Month	Day	Content
May	30	Definitions and key activities of human resource management (HRM)
June	6	Individual and group behaviour
	13	Managing team development
	20	Performance planning, objective setting, evaluation, and management. Motivation and leadership
	27	Strategic human resource and employment planning
July	4	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
August	1	Organisational career management
	8	Employee relations - culture, arbitration, negotiations

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