

Online Diploma in Human Resource Management

September 2025

Wednesdays - 6:30pm to 9:30pm

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

Month	Day	Content
September	24	Definitions and key activities of human resource management (HRM)
October	01	Individual and group behaviour
	08	Managing team development
	15	Performance planning, objective setting, evaluation, and management. Motivation and leadership
	22	Strategic human resource and employment planning
	29	Job analysis, design, and specification setting. Recruitment, selection, and probation
November	05	Retention, training & development, training needs analysis
	12	Grievance and disciplinary processes
	19	Reward and benefits management and compensation administration
	26	Organisational career management
December	03	Employee relations - culture, arbitration, negotiations

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