

# HR FOR NON HR MANAGERS

## Introduction

This program will benefit manager who has responsibility for recruiting and managing staff requires an understanding of the basics of HR best practice in order get the best out of their team avoid employment legislation pitfalls. This course provides practical knowledge and tools to enable managers to tackle basic HR issues themselves.

## Objectives of the Program

On completion of the program, participants will

1. Understand the fundamentals of change management and its effectiveness
2. Be able to communicate the benefits of a well-managed change
3. Learn how to write a business case for change
4. Identify and understand how to address change stakeholders' concerns
5. Be able to develop a change management plan

## Pedagogy of the Program

The program includes up-to-date training techniques and a variety of training methods to give all participants the best opportunities for learning, including Class Session, Discussions, Simulations exercises, Case studies and Problem Solving Exercises, Individual assignments, Templates and tools.

## Indicative Content of the Program

1. Importance of Human Resource Management
2. The key functions associated with Human Resource Management
3. Human Resource Planning Process
4. The importance of Recruitment and Selection
5. Main types of Compensation and Benefits Systems
6. Performance Appraisal Process
7. The function of Training and Development

**Program Director: Prof. Debjani Ghosh**

**Fees (Per Candidate):Rs 27300+GST (Non Residential-In Campus),Rs 21000+GST(Online)**

**Proposed Dates:April 24 to 26,2021**