

INSTRUCTOR FOR THE COURSE OF HR MANAGEMENT

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Human Resource Management | Saint Petersburg State University of Finance and Economics, 2005

Ph.D. in Economics | Saint Petersburg State University of Finance and Economics, 2009

International GRP Certification: Global Remuneration Professional | CBSD Thunderbird - World at Work, 2019

Grading Program | CBSD Thunderbird - World at Work, 2021

TCF (Test of French Language Proficiency) | Institut Français, 2023

More than 19 years extensive experience in the field of HR management including:

- ✓ Talent acquisition and selection.
- ✓ Creating compelling Employee Value Propositions (EVPs),
- ✓ Training and development,
- ✓ Compensation and benefits
- ✓ People analytics

DATE

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HR ESSENTIALS: A COMPREHENSIVE GUIDE TO MODERN HUMAN RESOURCE PRACTICES



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HR ESSENTIALS: A COMPREHENSIVE GUIDE TO MODERN HUMAN RESOURCE PRACTICES

Module 1: *Introduction to Human Resource Management*

Module 2: *Talent Acquisition and Onboarding*

Module 3: *Performance Management and Employee Development*

Module 4: *Compensation and Benefits Management*

Module 5: *Employee Relations and Engagement*

Module 6: *HR Metrics and Analytics*

Module 7: *Future Trends in HR Management*

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HR ESSENTIALS: A COMPREHENSIVE GUIDE TO MODERN HUMAN RESOURCE PRACTICES

Module 1: Introduction to Human Resource
Management

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INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Key topics:

- Overview of HR management and its importance in organizations
- Key responsibilities and functions of HR professionals
- The main components of the HR life cycle and EJM (employee journey map)

HR MANAGEMENT IN ORGANIZATIONS

Human Resources Management (HRM) refers to the strategic approach and practices adopted by an organization to effectively manage its workforce.

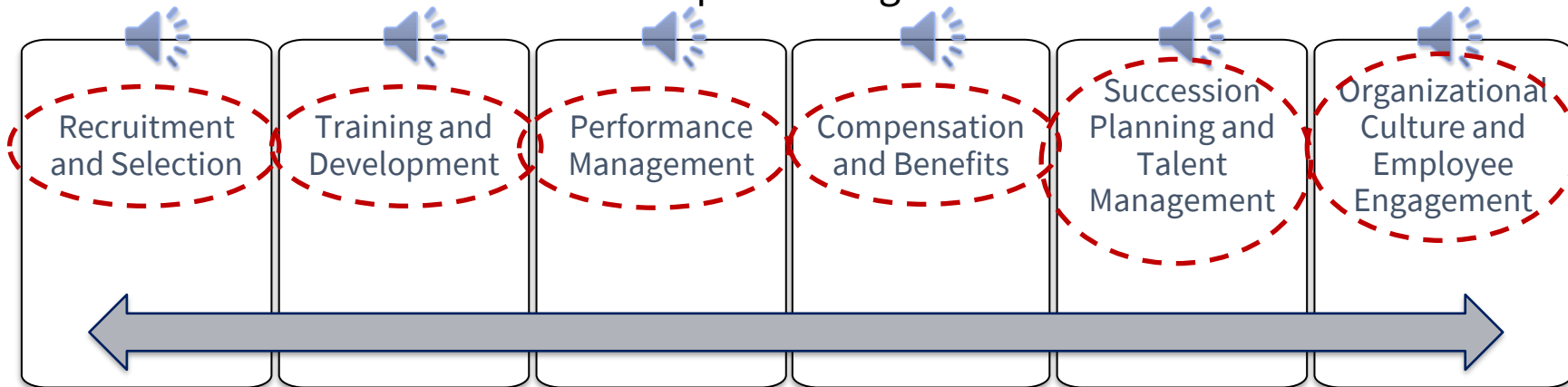


HRM involves various functions, policies, and processes that focus on managing people as valuable assets within the organization.

HR PROFESSIONAL AS A STRATEGIC PARTNER

HR professionals serve as strategic partners, aligning human capital with the organization's vision and objectives. By effectively managing recruitment, training, performance, compensation, and talent development, HRM ensures that employees are equipped to contribute to organizational success.

Embracing the strategic role of HRM empowers organizations to build high-performing.



All personnel management activities of the company are carried out in accordance with the established policies and procedures, ensuring fairness and consistency in decision-making processes.

Sources

I. KEY RESPONSIBILITIES AND FUNCTIONS OF HR PROFESSIONALS

RESPONSIBILITIES AND FUNCTIONS

HR Key Responsibilities:

HR key responsibilities refer to the overarching areas of focus and accountability that HR professionals have within an organization. These responsibilities are the broad areas or domains in which HR professionals operate and contribute to the success of the organization.

HR Functions:

HR functions refer to the specific activities and tasks that HR professionals perform within each key responsibility area. These functions are the specific actions and processes that HR professionals undertake to fulfill their responsibilities and support the organization's HR objectives.

Sources

RESPONSIBILITIES AND FUNCTIONS

- develop recruitment strategies, create job descriptions,
- manage hiring process,
- identify the skills and competencies,
- build a diverse and talented workforce

Recruitment and Talent Acquisition

- designing and implementing training programs,
- identify training needs,
- develop training modules,
- facilitate learning opportunities.

Training and Development

- evaluate and reward employee performance,
- develop performance metrics,
- conduct performance reviews,
- provide feedback to employees.
- promote a culture of accountability and continuous improvement.

Performance Management

- fostering a positive work environment,
- develop initiatives to enhance employee satisfaction,
- promote work-life balance,
- fostering a supportive and inclusive culture,
- help retain top talent and reduce turnover.

Employee Engagement and Retention

- manage the compensation and benefits programs,
- ensure that employees are fairly compensated,
- administer benefits packages,
- implement reward systems,
- stay updated on industry standards to remain competitive in attracting and retaining talent.

Compensation and Benefits

- mediate conflicts,
- address grievances,
- promote effective communication within the organization,
- work to maintain a harmonious work environment where employees feel heard and valued.

Employee Relations

- ensures that the organization operates in compliance with laws and regulations,
- stay updated on labor laws,
- handle legal documentation, and manage employee records,
- play a crucial role in promoting diversity, equity, and inclusion within the organization.

Compliance and Legal Responsibilities

- make informed decisions and measure the effectiveness of HR practices,
- collecting, analyzing, and interpreting HR data,
- identify opportunities for improvement,
- align HR strategies with business objectives.

HR Analytics



Sources

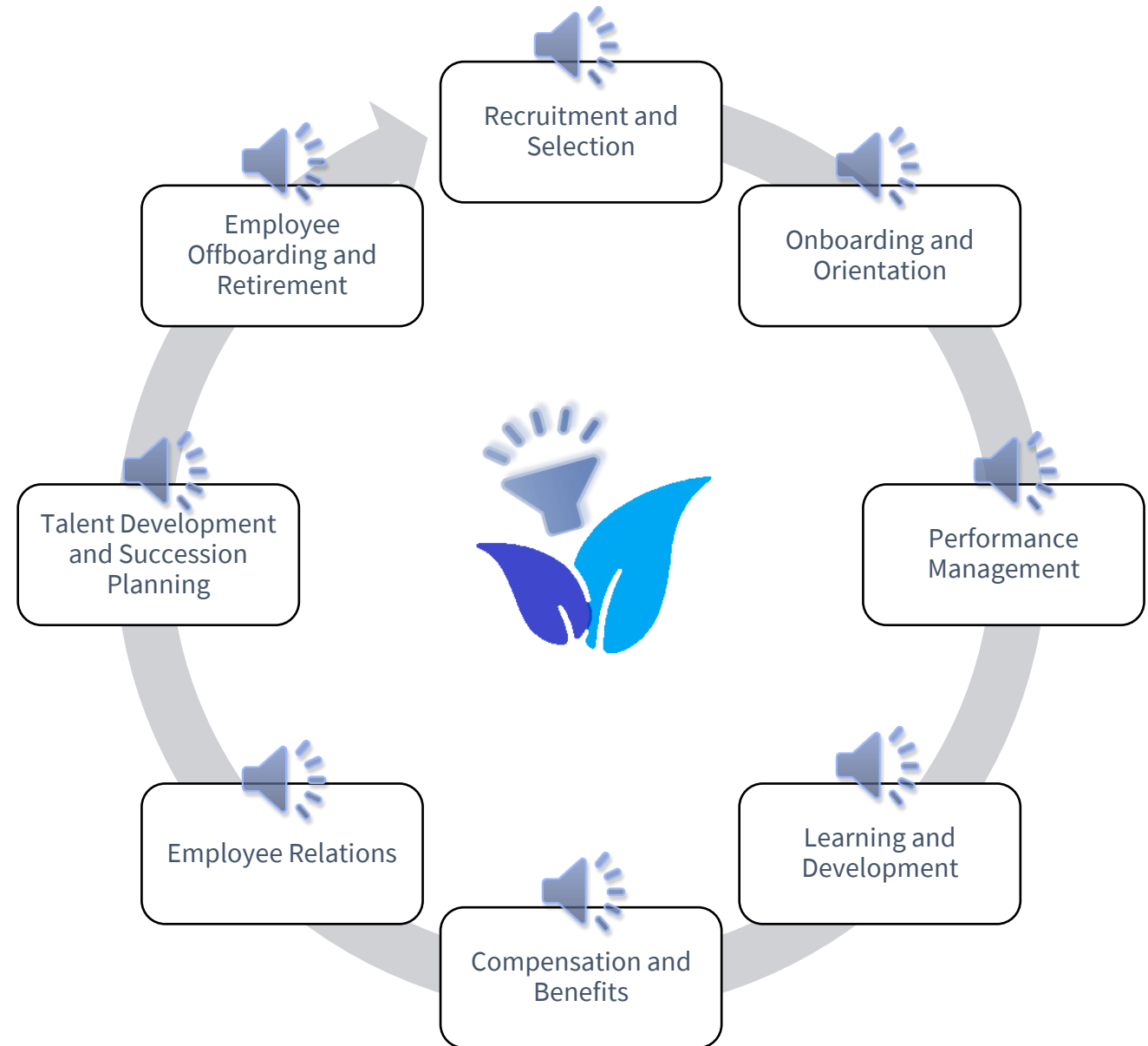
II. THE MAIN COMPONENTS OF THE HR LIFE CYCLE AND EJM (EMPLOYEE JOURNEY MAP)



THE HR LIFE CYCLE

HR professionals navigate through multiple components to ensure a seamless and productive employee experience.

By understanding and effectively managing the main components of the HR life cycle, organizations can optimize their human capital, foster employee engagement, and cultivate a culture of continuous learning and growth.



Sources

WHAT IS AN EMPLOYEE JOURNEY MAP?

The employee journey map is a strategic framework that outlines the stages, experiences, and emotions an employee goes through from the moment they join an organization until they leave. It is a visual representation of the entire employee lifecycle, capturing crucial touchpoints, interactions, and milestones. This map allows organizations to gain an understanding of the employee experience, enabling them to identify critical moments that shape employee perceptions, engagement, and loyalty.

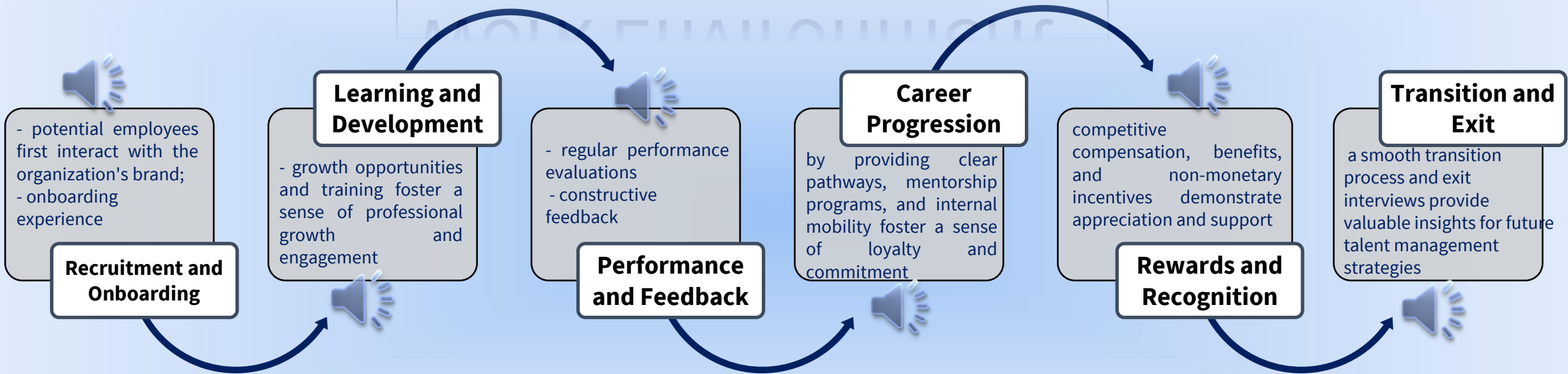
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KEY STAGES IN THE EMPLOYEE JOURNEY

Work Environment



The physical and psychological work environment significantly impacts employee well-being and productivity. Factors such as work-life balance, inclusivity, diversity, and a positive company culture contribute to a fulfilling work experience.

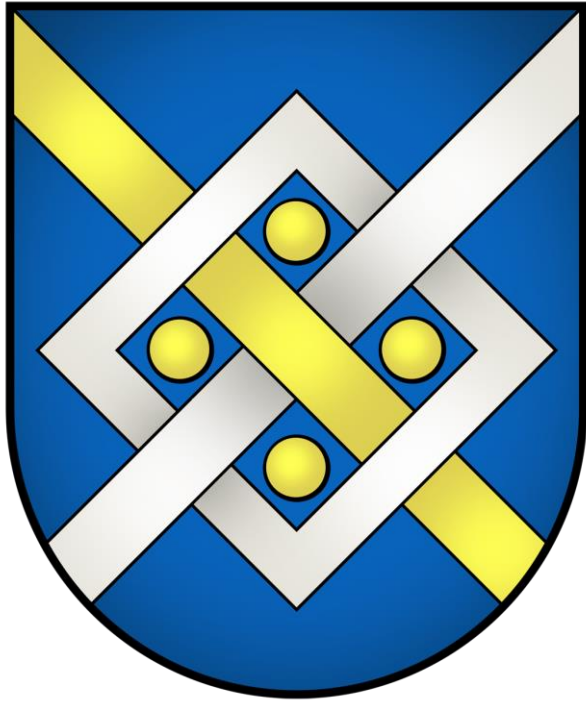
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BENEFITS OF EMPLOYEE JOURNEY MAPPING

- Enhanced Employee Experience.
- Improved Retention and Engagement.
- Talent Attraction and Employer Branding.
- Targeted Interventions.
- Alignment with Business Goals.
- Data-Driven Decision Making.
- Continuous Improvement.

By understanding the experiences and emotions of employees throughout their lifecycle, organizations can identify areas for improvement, enhance employee engagement, and align the employee experience with business goals.

Sources



Module 1 has provided a comprehensive introduction to the field of Human Resource Management (HRM).

We have explored:

- ✓ the fundamental concepts, importance, and relevance of HRM in organizations;
- ✓ the critical responsibilities and functions of HR professionals;
- ✓ the main components of the HR life cycle and EJM.



In the upcoming modules, we will delve deeper into each key responsibility area of HRM, exploring best practices, emerging trends, and practical applications. We will continue to build our knowledge and skills to become effective HR professionals who can navigate the complex challenges and opportunities of the modern workplace.

Sources



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