

Human Resources Training Resource 1. Core HR Functions **Recruitment & Selection:** Job analysis, sourcing, interviewing, assessment, onboarding. **Compensation & Benefits:** Job evaluation, salary structures, incentives, health benefits. **Employee Relations:** Conflict resolution, communication practices, grievance handling. **Compliance & Labor Law:** FLSA, FMLA, ADA, EEO, workplace safety, documentation standards. 2. HR Policies & Procedures • Code of conduct

- Attendance & leave policies
- Anti-discrimination & harassment policies
- Performance evaluation cycles
- Termination & disciplinary procedures 3. Talent Management • Competency frameworks
- Succession planning
- Learning & development models
- Performance management systems 4. HR Metrics • Time-to-fill
- Turnover rate
- Employee satisfaction
- Cost per hire
- Training ROI 5. Strategic HR • Workforce planning
- Organizational culture development
- Change management frameworks (Kotter, ADKAR)