# Course Code: HR101

# Course Title: ICP HR Capacity Building

# Course Description:

The course is designed to equip the learner with knowledge and skills in HR management.

# Overall Course Objective:

At the end of this training, the learner should know and appreciate best practices in human resource management and be in a position to apply the skills obtained in identifying, attracting, retaining and motivating staff at the ICP.

# Course Outline

* Recruitment and selection- role play, group discussion- Karisa
* Performance Management- case study & gd- James
* Compensation- gd- Sam
* Disciplinary procedure- case study, gd- James
* Separation- lecture- James
* Human resource administration and documentation- lecture, gd- Karisa

# Course Duration

16 Hours

### RECRUITMENT AND SELECTION

Lesson Objective

At the end of this lesson, the learner should understand the process of:

1. Staff Acquisition
2. Develop a suitable Job Description

### Human resource documentation

Lesson Objectives

At the end of this lesson, the learner should identify:

1. Key HR documents
2. Key contents of an employee file

### Performance Management

Lesson Objective

At the end of this lesson, the learner should:

1. Appreciate the importance of performance management
2. Understand the performance management process

### Compensation

Lesson Objective

At the end of this lesson, the learner should understand:

1. The rationale and determination of employees compensation

### Disciplinary procedure

Lesson Objective

At the end of this lesson, the learner should understand:

1. The steps of disciplinary process
2. The types of disciplinary measures

### Separation

Lesson Objective

At the end of this lesson, the learner should understand:

1. The types of separation

# Employee Orientation

Before the Employee Arrives

The First Day on the Job

Schedule for the coming weeks- Organizational culture, Mission statements, Performance evaluation process, Organization’s work rules

Supervisor's Checklist for New Employee Orientation

# Disciplinary Procedure

In carrying out disciplinary action be sure to , Disciplinary Steps/Alternatives, Oral Warning, Written Warning, Suspension without pay, Dismissal, Summary Dismissal (Dismissal without prior warning),

# Separation

Resignation and termination

Termination by Employer –

Exit interview

# Performance Management

Phase I: Planning

Phase II: Check-in

Phase III: Review

Prepare for the Review

Managers should review the employee's:

Conducting the Review Discussion

# HR ADMINISTRATION

Record Keeping

Job Posting

Interviews

Offer Letter

Conducting Reference and Background Checks

Orientation

Employment Relationship

The Personnel File

Medical file

Payroll and Compensation Records

Benefit Records

Vacation, Sick Time, and Other Time-Off Records

Promotions, Transfers, and Progressive Discipline

Performance

Termination Records