Certified Courses

Professional Certificate

The Oxford HRM & Training Programme

INTRODUCTION

- In today's tough global market, it is vital that HR and Training instigate the best practices and take advantage of recent innovations to really add value to the organisation. During this Human Resource Management training seminar on The Oxford HRM & Training Programme, you will find out not only what's new but also how innovative practices can be implemented and the way they will benefit your organisation in either the public or private sectors.
- This training seminar will feature:
- Explanation of the main theories surrounding the development of effective HR
- The theories are then put into practice by the use of practical exercises
- Mixing theory and practice
- Practice using new techniques to transform any training activity
- Learn from practices in top companies that surpass "Best Practice"
- Gain a holistic view of the entire training function

OBJECTIVES

Upon completion of this training course, delegates will:

- Develop an understanding human resources development and personnel management practices
- Develop awareness the advantages of effective human resource management
- To develop awareness of key HR and HRD strategies for improving organisational success
- Demonstrate trends and do efficiency analysis
- Set up and effectively measure any element of delivered training & be able to demonstrate training efficiency
- Measure skills, knowledge, behaviour, competency, style, self belief, attitudes and personality

TRAINING METHODOLOGY

- The training methodology used is designed to encourage maximum participation by all delegates. The presenter will suggest ideas and theories to the delegates and then encourage them to test out the ideas by the use of discussion, small group work, exercises and feedback. Case studies, DVD's, group exercise, worked examples will all be used in a relaxed and enjoyable learning environment.

ORGANISATIONAL IMPACT

- Organisations using these techniques will get more for their training spend
- It provides an efficiency audit trail
- It can provide a basis for how training is funded; punished or rewarded for its results
- Lower staff turnover and more effectiveness in selection and assessment
- More commitment from the workforce

PERSONAL IMPACT

- You will find out how to analyse and evaluate - everything
- You will be able to use the latest techniques and models that are proven
- You will be able to produce hard data on training effectiveness and individual application
- You will know how to critically evaluate current HR practices
- You will be able to introduce an effective recruitment process
- You will understand how to get people to work more effectively

WHO SHOULD ATTEND?

- HR Personnel
- Training Managers and Training Personnel
- Training Budget Holders
- Succession Planners and those responsible for people development
- HR practitioners and line-professionals
- Professionals with an interest in people management and development

Course Outline

Module I - Human Resources Development and Personnel Management

Introduction to HRM, HRD and HRP

- Seminar Introduction and Objectives
- The Context for HR
- Change Management
- Human Resource Management vs. Personnel Management
- Human Resource Development (HRD)

Resourcing & Recruitment

- The Employment Psychological Contract
- Why do good people leave?
- The Process approach to Interviewing
- Induction, Job Descriptions and References
- Personality Questionnaires and Forms of Testing
- Methods of Detecting when applicants don't tell the truth
- The New Recruitment Process to Avoid Litigation
- The Value of using Assessment Centres

Pay & Employee Reward

- Employee Motivation
- Salary, Bonuses & Benefits
- Understanding Competencies
- Competency based Assessment
- Competency and Performance based Pay
- Different Structures – different pay and rewards
- Total Pay Concept
- Salary Surveys

Training Learning & Development

- Career Management
- Personal Development
- Coaching
- Mentoring
- E-learning
- How flat Organisational Structures and Empowered Teams affect Training and Development
- Self Development
- 360° feedback as a Development Tool

Value for Money from HR

- The New HR Structure
- New Roles within HR
- HR Business Partners
- Value of Trend Analysis and HRP
- Internal and External Frameworks
- Proving ROI on HR Activities
- Review

Module II - The Training Analyst

The Added Value Role of Today's Training Analyst

- What value does training offer? – group exercise
- The Need for Training to Produce Measurable Results
- It's vital to know who your Customer is
- Establishing a training process that works and is auditable – the new schema
- Mastering Training Costs and Budgets – group exercise
- Managing and being accountable for Training Expenditure
- Adding value through Training Activities – examples
- The Role of the Training Analyst – presentations

How People Lean and Barriers to Learning

- Learning Style and their impact on Training Courses
- How we can inexpensively measure learning style? – demonstration
- Personality and its impact on Training Results – the big five explained
- What can training realistically achieve? – case study and discussion
- Can you overcome learning difficulties?
- Critical times to get the best from Training – more time in the class room is not always the answer – demonstration
- Retention and its critical role in what we can remember
- Motivation Factors in Learning – what can we do differently?

Specifying and Constructing Training Properly

- What are learning outcome objectives and why do we need them?
- How to write learning outcome objectives? – group exercise
- The Document needed for any Training Course – thee critical documents
- Maximising the Use of Visual Aid and other aids
- How to calculate room size needed and screen size?
- Sound and its part in Aiding Learning
- The Benefit of using specific training videos – examples
- Use of "clipped" Video Sequences – examples

Training Analysis - The Key Areas of Measurement

- Budget Spent and the Monitoring of Costs
- Creating value from Training – examples
- Understanding fully How Competency Frameworks Work
- Setting standards for Competency and Measuring Competency Improvement
- What is Performance – is it related to competency?

Measuring and Reporting Training Results

- Formulas needed (added value) and Unit Costs
- Maximising but controlling Training Activities
- The New Leadership Role of Training
- Dealing with uncertainty during Training
- Case studies showing Training Success
- Should training functions be profit centres?
- What is the role of end of course questionnaires?

Certified Courses