

## **Module I**

### **Role of Human Resource Development**

Module I introduces the challenges facing Human Resources (HR) today and those anticipated changes in the 21st century. Learn how to increase HR's influence within your organization and improve organizational results through effective HR efforts.

## **Module II**

### **Employee Relations**

Module II focuses on effective employee relations programs and policies that promote improved organizational performance. Learn how to develop and administer employee relations programs that comply with legal and regulatory requirements and effectively investigate, document, and resolve employee problems.

## **Module III**

### **Employee Recruitment, Selection, and Managing Performance**

Module III addresses the legal issues and challenges faced by organizations. Learn how to meet these challenges so that you can effectively manage the flow of Human Resources from recruitment through employee selection.

## **Module IV**

### **Employee Compensation and Benefits**

Module IV focuses on establishing pay and employee benefit programs that are consistent with organization objectives. Examine various pay programs and learn the legal requirements that must be met prior to implementation. Learn the process for selecting the most appropriate benefits to meet your organization's goals and objectives.

## **Module V**

### **Developing Human Resources**

Module V focuses on the necessary skills for managers and supervisors to assess and address employee performance needs. Learn how to design training programs based on needs assessment and to evaluate the effectiveness of your employee development activities.