

# HR for Non-HR Managers

## Skills Programme



MACCAUVLEI

Accredited by the SABPP

### UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 12140 NQF Level 5 9 Credits	Recruit and select candidates to fill defined positions
US 11286 NQF Level 5 8 Credits	Institute disciplinary action
US 11911 NQF Level 5 5 Credits	Manage individual careers
US 252034 NQF Level 5 8 Credits	Monitor and evaluate team members against performance standards

### PURPOSE

It is the responsibility of all managers to plan, organise, lead and control the resources at their disposal, however managing human resources is the most challenging of all. As a result of their chosen field of technical expertise, most Line Managers are not equipped with the necessary skills and/or knowledge to manage their human resources effectively. This short course provides Line Managers with an overview of the HR function at operational level and equips learners with the basic skills required to manage their human resources.

### OUTCOMES

By the end of this course you will have a working knowledge of:

- The human resource function and related employment legislation
- The talent acquisition process (your role in recruitment & selection)
- How to formulate KPA's and KPI's for your subordinates and manage their performance
- Dealing with under performers
- How to initiate disciplinary action and prepare for your role in a hearing
- Ways in which to manage talent, including a brief introduction to mentoring & coaching

### WHO SHOULD ATTEND?

This programme is aimed at Line Managers from any field who would like to develop their Human Resource Management skills.

### DURATION OF TRAINING

3 Interactive Days

### MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric) Certificate

### LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 4
- Maths Literacy at NQF Level 4
- Computer Literacy at NQF Level 4

### CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standards listed.



### Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

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