

Get Into HR

Pitman Training UK: Self-Paced Online Course

Designed for: Those who wish to gain an introduction to the work of the personnel department.

Prerequisites: Experience of using Windows, Word, Excel and Access to proficient level. Some experience of using Mail Merge

Objectives & benefits: To teach the basics of personnel

Cost: 5200 (MUR)

Course Content:

- Lesson 1: The importance of the Personnel Department, company case studies, methods of recruitment, methods of applying for jobs, reviewing application forms
- Lesson 2: Legal responsibilities as an interviewer, preparing for interviews, setting up an interviewee database, questioning techniques
- Lesson 3: Preparing for a new employee, inducting a new employee, understanding the need for training, what to include in a training session
- Lesson 4: Contracts of employment, personnel records, terms and conditions of employment, disciplinary action, procedures for dealing with leavers