

COURSE FEATURES

Human Resource Management



Course Overview

The CBP™ Human Resource Management certification equips the business professional with the knowledge and skills necessary to successfully maximize a business's human resources.

The CBP™ Human Resource Management certification course includes an overview of effective human resource management, employee retention, development, and motivation. This course also offers a guide for establishing a competitive compensation structure, conducting performance evaluations, developing a positive work culture, and establishing professional protocols.

Who Should Attend?

This course is recommended for all human resource professionals and business owners. It is intended to provide a concise overview of human resource policies and practices in order to equip professionals with the skills and experience necessary to effectively manage human resources.

Prerequisites

This course requires that students meet the following prerequisites:

1. The candidate must have a commitment to the pursuit of excellence.
2. The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

What Students Will Receive

Students will receive an official course manual for post class reference and review.

Certification Preparation

This course prepares candidates to sit, or take, the Certified Business Professional exam – E70-722

Follow-up Courses

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| <input type="checkbox"/> Business Management | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Tourism and Hospitality |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Business Communication |
| <input type="checkbox"/> Sales | <input type="checkbox"/> English Grammar for Business |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Business Etiquette |

Course Outline: CBP™ Human Resource Management

Module 1: What is Human Resource Management?

- Definition
- Goals
- Function

Module 2: The Importance of Proper Human Resource Management

- Benefits
- Risks
- Contribution

Module 3: Implementing a Human Resource Plan

- Alignment
- Role
- Implementation

Module 4: Job Postings

- Why do Job Postings Matter?
- How to Create Effective Job Postings

Module 5: Staff Selection

- Attracting Top Talent
- The Hiring Process

Module 6: Staff Development

- Training
- Professional Development
- Implementation

Module 7: Staff Motivation

- Excite
- Equip

Module 8: Compensation Structure

- Salary
- Benefits

Module 9: Performance Appraisals

- The Need for Performance Appraisals
- The Benefits of Performance Appraisals
- The Goals of Performance Appraisals

Module 10: Discipline and Rewards

- Discipline
- Rewards

Module 11: Managing Risks

- Identification
- Mitigation

Module 12: Employee Separation Protocol

- Types of Termination
- Reasons for Termination
- Steps to Termination

Module 13: Employment Laws

- Significance
- Summary

Module 14: Creating Culture

- What is Company Culture?
- Cultivating Company Culture

Module 15: Implementing Workplace Policies

- Scheduling
- Safety
- Security