HRG **HR Guyana**

REIMAGING HR

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COURSE NAME: **HR for Beginners**   Date: 26th June 2021

COURSE DESCRIPTION

Welcome to HR for Beginners! Your HR Career starts here.

If you are good with people, passionate about fair and equal working conditions, and tend to be an advocate for others, you may have considered a career in human resources (HR).

Perhaps more than any other role, human resource professionals have the power to help shape company culture and set policy in organizations. With this power, however, comes significant responsibility. HR professionals can have an outsize role in dictating how a company runs, shaping everything from company culture to how the organization retains employees and achieves its long-term goals. This basic HR training course is designed for those who already have some HR responsibility or who may be taking on such responsibility.

COURSE OBJECTIVES

At the end of this course trainees will:

- Understand what HR and the role HR plays in an organization.
- Be aware of the common documents used in HR and how to compile data and produce reports.
- Understand the role of an HR Assistant.
- Addressing employee concerns.

COURSE OUTLINE

- Module 1 - Introduction to Human Resources Management
- Module 2 - Functions of the HR Department
- Module 3 - Common documents used in HR.
- Module 4 - HR Reports and Data
- Module 5 - The role of an HR Assistant
- Module 6 - Handling employee concerns

COURSE EVALUATION

- Module Tests – 60 marks
- Final Test   - 40 marks
- Pass Grade   - 80 percent

Yours respectfully,

Umadat Singh

Umadat Singh - Principal
HR Guyana