



# Become an effective people manager

## Fundamental Human Resources Practices



Certificate of Competence

Effectively contribute to the success and growth of your organisation through the management and development of the organisation's most valuable asset: it's people!

### WHY?

HR Professionals and Line Managers play critical and interdependent roles in ensuring an organisation attracts, develops, and retains top talent, while complying with the relevant legal and regulatory requirements. Knowing what it takes and how to go about effectively managing and developing talent is central to proactively contributing to the growth and success of teams and organisations.



**Duration:** 10 Weeks  
online learning and  
self-study

### Aimed at

- Existing and aspiring human resource practitioners and business partners wishing to enhance their knowledge and skills
- Leaders and managers wishing to learn more about the effective application of people practices
- Business executives responsible for the productive human resource management
- Small business owners and line managers needing to develop their employee management skills



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the course prospectus



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for this course



# IMAGINE

Creating a culture that attracts, develops, and retains top talent, fosters engagement and drives high performance and long-term success

## Learning outcomes

- Understand the impact of effective HR management
- Identify and apply fundamental HR methodologies
- Enable effective team management and leadership practices
- Understand and carry out recruitment and selection processes
- Recognise the influence of labour laws on HR issues
- Enhance learning and development through basic HR practices
- Evaluate the impact of HR practices on employee relations
- Compile professional strategic and operational HR reports

The aim of the course is to provide HR practitioners and leadership with the know-how and skills to effectively manage an organisation's most valuable asset, its people.

# Fundamental Human Resource Practices: Course Prospectus

## Format

Wits University Certified Online Short Course

## Breakdown

10 weeks online learning and self-study  
followed by a final assessment

## Language

English

## Course Outcomes (Summarised)

- Identify and apply fundamental HR practices
- Enable effective people and leadership practices
- Ensure professional HR strategy and reporting

## Course Curriculum

### Module 1

Introduction to Human Resources

### Module 2

Legislation that impacts on Human Resources

### Module 3

Recruitment and Selection

### Module 4

Learning and Development

### Module 5

Job Evaluation and Compensation

### Module 6

Employee Relations Practices

### Module 7

Teams and Leadership

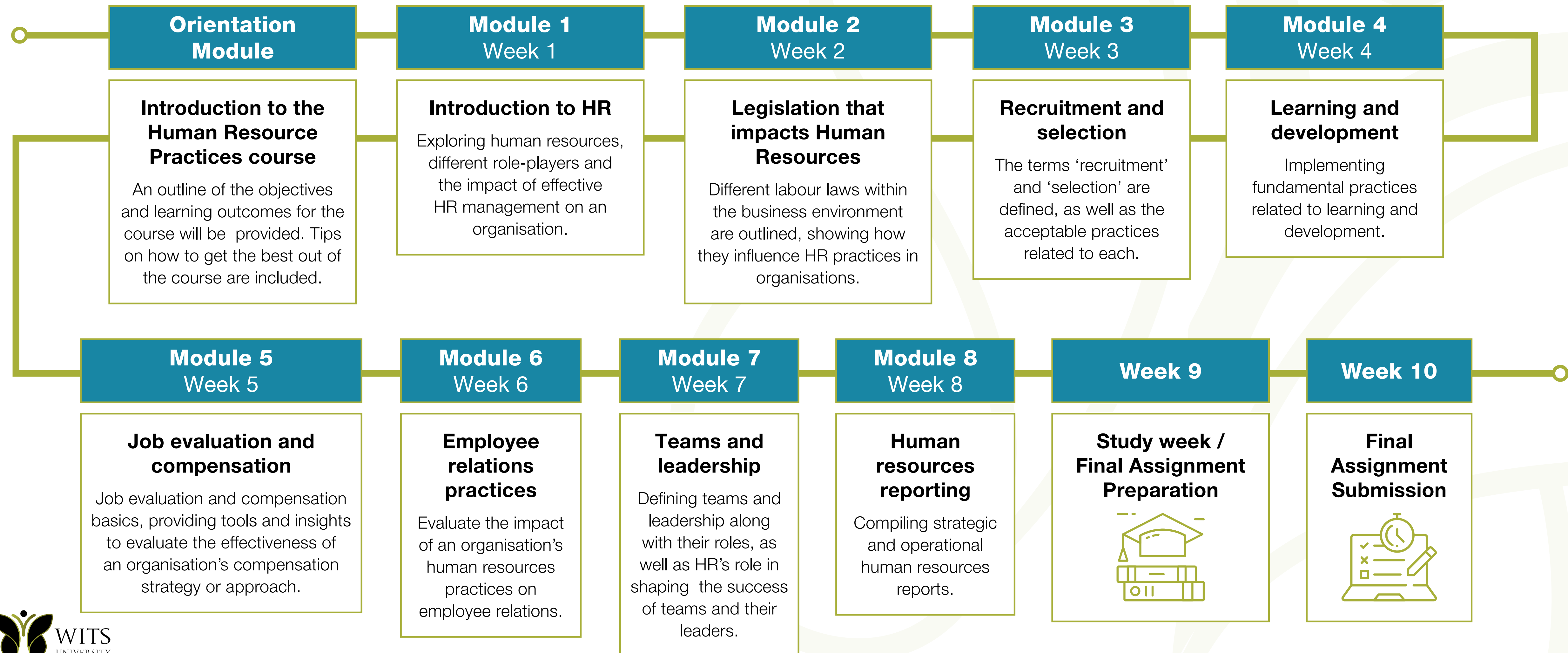
### Module 8

Human Resources Reporting



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## Course Outline



# Fundamental Human Resource Practices: Course Prospectus

## Course and Module Overview

### Course Overview

People are your organisation's greatest asset. Managing human resources well requires the implementation of a set of fundamental HR practices. Many organisations invest in HR professionals to manage this function, but a growing global trend towards greater involvement from line management in the management of their people, necessitates a broader understanding of HR practices across the business.

### Module 1: Introduction to HR

Exploring human resources, different role-players, and the impact of effective HR management on an organisation.

- **Topic 1:** Defining HR management
- **Topic 2:** HR management roles
- **Topic 3:** The impact of HR management on a business

### Module 2: Legislation

Introduction to labour laws in South Africa and their influence on HR practices in organisations. The International Labour Organisation (ILO) and its importance is also covered.

- **Topic 1:** Introduction to South African labour legislation and the ILO
- **Topics 2 to 7** cover all the Acts that are part of the labour legislation regimen

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## Course and Module Overview

### Module 3: Recruitment and selection

In this module you will be taken through the steps in the recruitment and selection process.

- **Topic 1:** Introduction to recruitment & selection
- **Topic 2:** Recruitment
- **Topic 3:** Selection
- **Topic 4:** Appointment

### Module 4: Learning and development

Designing, implementing, and monitoring learning and development

- **Topic 1:** Introduction to learning and development
- **Topic 2:** Diagnosing learning and development needs
- **Topic 3:** Designing and sourcing learning and development solutions
- **Topic 4:** Learning and development implementation
- **Topic 5:** Learning and development evaluation

### Module 5: Job evaluation and compensation

Job evaluation and compensation basics, providing tools and insight to evaluate the effectiveness of an organisation's compensation strategy or approach.

- **Topic 1:** Introduction to job evaluation & compensation
- **Topic 2:** Job evaluation
- **Topic 3:** Compensation
- **Topic 4:** Compensation strategies and policies



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## Course and Module Overview

### Module 6: Employee relations practices

Evaluate the impact of an organisation's human resource practices on employee relations.

- **Topic 1:** An introduction to employee relations
- **Topic 2:** Human resource policies and practices
- **Topic 3:** Employee relations in organisational culture

### Module 7: Teams and leadership

Evaluating the effectiveness of teams and leadership in an organisation

- **Topic 1:** Teams
- **Topic 2:** Leadership

### Module 8: Human resources reporting

Compiling strategic and operational human resources reports, and evaluate their effectiveness

- **Topic 1:** An introduction to human resources reporting
- **Topic 2:** Strategic human resources reporting
- **Topic 3:** Operational reporting

# Content Experts and Lecturers

## Rob van der Schyff

Lecturer and writer of this course

Lectures in human resources disciplines at Wits Plus: Centre for Part-Time Studies, applying more than two decades of international industry experience as Human Resources Executive at SAB Miller



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# DigitalCampus



# LRMG

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