

## HR FOR HODS, MANAGERS & EXECUTIVES

*"Empower your leadership team with essential HR skills to build strong teams, manage performance, and foster a compliant, people-centric workplace."*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

In today's competitive and dynamic business environment, Heads of Departments (HODs), Managers, and Executives play a critical role not only in driving performance but also in managing people. This course bridges the gap between leadership and human resources by equipping leaders with a practical understanding of HR principles, policies, and best practices. Participants will gain tools to handle recruitment, performance management, employee relations, workplace discipline, and compliance with confidence.

### Objectives

By the end of this course, participants will be able to:

- Understand the key HR functions and their strategic impact
- Apply HR policies in recruitment, onboarding, and workforce planning
- Lead performance appraisals and support employee development
- Handle employee issues, grievances, and workplace discipline
- Ensure legal compliance in HR-related decisions

## Why Attend

Department heads and managers are often the first line of contact for HR-related concerns. This course ensures they're equipped with the right tools to support employees effectively, maintain legal compliance, and partner with HR strategically—resulting in better morale, productivity, and retention.

## Target Audience

- Heads of Departments (HODs)
- Line Managers & Supervisors
- Executive Leaders
- Project Managers
- Business Unit Heads
- Non-HR Professionals with team oversight

## Individual Benefits

- Gain clarity on your HR roles and responsibilities as a leader
- Minimize legal and disciplinary risks in team management
- Improve recruitment, retention, and development strategies
- Communicate effectively with HR teams and senior leadership

## Organizational Benefits

- Strengthen the link between business and HR functions
- Improve employee engagement and productivity
- Reduce turnover through better people management
- Ensure consistent application of HR policies and procedures

## Instructional Methodology

- Interactive workshops and expert facilitation
- Case studies and real-world problem-solving
- Practical simulations (interviews, appraisals, counseling)
- Group discussions and role plays
- Self-assessments and leadership HR tools

## Course Outline

### DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Foundations of Strategic HR for Leaders

- Module 1: HR's Role in Organizational Performance (07:30 – 09:30)
- Module 2: Understanding the Employee Life Cycle (09:45 – 11:15)
- Module 3: Aligning HR with Business Strategy (11:30 – 01:00)
- Module 4: Case Study: HR Mistakes by Line Managers (02:00 – 03:30)

#### Day 2: Recruitment, Hiring & Workforce Planning

- Module 1: Identifying Talent Needs and Role Design (07:30 – 09:30)
- Module 2: Interviewing Techniques and Bias Avoidance (09:45 – 11:15)
- Module 3: Onboarding, Orientation, and Early Retention (11:30 – 01:00)
- Module 4: Legal Compliance in Hiring Decisions (02:00 – 03:30)

#### Day 3: Performance & Talent Management

- Module 1: Setting KPIs and SMART Goals (07:30 – 09:30)
- Module 2: Conducting Effective Appraisals (09:45 – 11:15)
- Module 3: Coaching, Feedback, and Development Planning (11:30 – 01:00)
- Module 4: Addressing Underperformance with Empathy (02:00 – 03:30)

#### Day 4: Managing Conflict, Discipline & Grievances

- Module 1: Early Intervention and Conflict Resolution Skills (07:30 – 09:30)
- Module 2: Progressive Discipline and Corrective Actions (09:45 – 11:15)
- Module 3: Handling Grievances – Process and Documentation (11:30 – 01:00)
- Module 4: Role Play: Conducting Difficult Conversations (02:00 – 03:30)

#### Day 5: HR Compliance, Culture & the Future of Work

- Module 1: Workplace Policies, Legal Risks & HR Compliance (07:30 – 09:30)
- Module 2: Building an Inclusive, High-Performance Culture (09:45 – 11:15)
- Module 3: Remote Work, Mental Health & Modern Challenges (11:30 – 01:00)
- Module 4: Leadership Commitment & Course Wrap-Up (02:00 – 03:30)

## Certification

Participants will receive a Certificate of Achievement: HR for HODs, Managers & Executives, validating their leadership-level HR awareness and operational competence.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

**In-House / Customized Training**

Interested in running this course for your team?

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