

HR FOR NON - HR MANAGERS UNDERSTAND THE CORE OF HR TO PROMOTE ORGANISATIONAL SUCCESS

"Empowering Managers with the People Skills that Drive Performance"

Schedule

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

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

Introduction

The success of any organization relies not only on strategies and systems but also on how well managers lead and manage people. This course, HR for Non-HR Managers, is designed to help supervisors, team leaders, and department heads understand essential HR principles and practices that impact employee motivation, engagement, and productivity.

Participants will gain a solid understanding of key HR functions—recruitment, performance management, employee relations, and talent development—and learn how to apply them effectively in their day-to-day leadership roles. By the end of this course, attendees will be equipped to make better people-related decisions that strengthen organizational performance and employee satisfaction.

Objectives

By completing this program, participants will be able to:

- Understand the core principles and functions of Human Resource Management.
- Learn how HR policies and procedures affect daily operations.
- Apply effective recruitment, selection, and onboarding techniques.
- Develop performance management and feedback skills.
- Understand basic employee relations, engagement, and retention strategies.
- Collaborate effectively with HR departments to achieve business objectives.

Why Attend

Managers outside of HR play a key role in building strong teams and maintaining a healthy workplace. This course bridges the gap between HR and other departments, empowering non-HR professionals to manage their people confidently and in alignment with HR policies.

You'll walk away with practical tools, templates, and skills to handle people issues effectively and professionally—reducing risks, increasing engagement, and improving team results.

Target Audience

- Department Managers and Supervisors
- Team Leaders and Project Coordinators
- Operational Managers and Line Managers
- Entrepreneurs and Small Business Owners
- Anyone involved in managing people without formal HR training

Individual Benefits

- Gain a practical understanding of HR processes and compliance.
- Learn to manage employees more effectively and fairly.
- Improve communication and feedback delivery.
- Strengthen leadership, motivation, and coaching skills.

Organizational Benefits

- Better alignment between HR and business operations.
- More consistent application of HR policies across departments.
- Improved employee satisfaction and retention rates.
- Reduced people management errors and compliance risks.

Instructional Methodology

- Interactive Presentations and Discussions
- Real-World Case Studies
- Group Exercises and Role-Playing
- HR Tools and Templates for Immediate Application
- Practical Scenarios and Simulations

Course Outline

Module 1: Introduction to HR and Its Strategic Role

- What is HR and why it matters
- How HR supports organizational goals
- Responsibilities shared between HR and line managers

Module 2: Recruitment, Selection, and Onboarding

- Identifying the right talent for your team
- Conducting effective interviews
- Smooth onboarding for long-term engagement

Module 3: Performance Management Essentials

- Setting SMART goals and expectations
- Providing constructive feedback
- Conducting performance appraisals

Module 4: Employee Relations and Engagement

- Building trust and open communication
- Recognizing and managing workplace conflicts
- Motivating employees and promoting engagement

Module 5: Learning, Development, and Coaching

- Identifying training needs and growth opportunities
- Coaching for performance improvement
- Encouraging continuous learning culture

Module 6: HR Policies, Compliance, and Ethics

- Understanding key HR policies (leave, attendance, code of conduct, etc.)
- Legal and ethical responsibilities of managers
- Handling disciplinary actions professionally

Module 7: Partnering with HR for Business Success

- Effective collaboration with HR teams
- Balancing organizational needs with employee welfare
- Developing leadership skills for long-term success

Certification

Upon successful completion, participants will receive a Certificate in HR for Non-HR Managers – Understanding the Core of HR to Promote Organisational Success.

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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