



“Enhancing Global Competitiveness Through Best Practices”

HR for Non-HR Managers: Navigating the Entire HR Landscape

**Thursday, Friday & Monday, January 23, 24 & 27, 2025
1:30PM TO 4:45PM via ZOOM**

Course Overview:

- Objective: Equip non-HR managers with practical HR skills, knowledge, and tools to manage HR functions effectively within their departments.
- Duration: 3 Days
- Target Audience: Managers newly assigned to HR roles, employees transitioning into HR, and non-HR managers seeking to improve people management skills.

Sessions 1 & 2 - Foundations of HR for Non-HR Managers

1:30PM to 4:45PM, Thursday & Friday, January 23 & 24, 2025

Module 1: Understanding the Strategic Role of HR

- Purpose of HR in Business Success
 - The value of HR in achieving organizational goals
 - HR's role in shaping organizational culture
- Aligning HR Strategy with Business Strategy / Objectives
 - Translating company goals into actionable HR activities
 - How HR metrics impact departmental / organizational success
- The Role of Line Managers in HR

Module 2: Key HR Functions

- Recruitment and Talent Acquisition
 - Understanding job description as a basis for talent acquisition
 - Developing the Employee Value Proposition as a way of talent attraction
 - Structuring effective interviews and selection processes
 - Understanding recruitment metrics (e.g., time-to-hire, cost-per-hire)
- Employee Onboarding and Orientation
 - Creating a structured onboarding plan
 - The role of orientation in long-term employee success

Module 3: Managing Performance and Development

- Performance Management Fundamentals
 - Setting SMART goals and KPIs
 - Conducting effective performance feedback and reviews
- Employee Development and Career Pathing
 - The employee development cycle
 - The value of Individual Development
 - Identifying employee development needs
 - Creating individual development plans (IDPs) and supporting career growth



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- 70-20-10 rule
- Development conversations
- Coaching and Feedback Techniques
 - The value of feedback (how to give and receive it?)
 - Constructive feedback vs. criticism
 - Coaching for improved performance

Module 4: Employee Relations and Conflict Resolution

- Understanding Employee Relations
 - The role of managers in fostering positive relations
 - Common issues in employee relations and how to address them
- Conflict Resolution Skills / Approaches
 - Identifying sources of conflict in the workplace
 - Mediation and de-escalation techniques

Module 5: Rewards and Recognition

- Extrinsic and intrinsic rewards
- The difference between appreciation and recognition
- Effective ways of giving recognition
- The power of Sense of Progress
- Best practices for team and individual recognition

Module 6: Building a Positive Workplace Culture

Module 7: Qualities of an HR Leader

Session 3: Updates on Philippine Employment Laws

1:30PM to 4:45PM, Monday, 27 January 2025

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