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Department:  
Statistics South Africa  
REPUBLIC OF SOUTH AFRICA

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18 February 2026

## Course Specification

Course Name: Short Course in Human Resource Management Training

Training Duration: 4 days

Assessment Type: Portfolio of Evidence (POE)

Service Provider : Should be an Accredited Service Provider

## Learning Content

### **Introduction to Human Resource Management**

- Definition and importance of HR
- Roles and responsibilities of HR and SDFs

### **Labour Legislation and Compliance**

- Basic labour law principles
- Skills Development Act and Sector Education Training Authorities (SETAs) compliance

### **Workforce Planning and Talent Management**

- Recruitment and selection basics
- Succession planning and employee development

### **Training Needs Analysis and Skills Development**

- Conducting skills audits
- Workplace Skills Plans and Annual Training Reports

### **Performance Management**

- Setting objectives and KPIs
- Appraisals and performance evaluation

### **Employee Relations and Conflict Management**

- Managing grievances and disciplinary procedures
- Communication and engagement strategies

## HR Reporting and Record Keeping

- Documentation and reporting requirements
- HR metrics and data analysis

## Strategic HR and Organizational Alignment

- Linking HR initiatives to business objectives
- Change management and transformation support

## Course Objectives:

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

- Understand HR roles, functions, and responsibilities within an organization.
- Apply labour legislation and compliance requirements in daily HR activities.
- Conduct effective training needs analyses and develop Workplace Skills Plans.
- Implement performance management systems and employee development programs.
- Manage employee relations, conflict resolution, and workplace engagement.
- Align HR and skills development initiatives with organizational strategy.

## Learning Outcomes / Specific Outcomes:

Participants **MUST** be able to:

- Demonstrate knowledge of HR policies, procedures, and legislative frameworks.
- Conduct workforce planning and manage talent effectively.
- **Perform training needs analyses and manage the skills development cycle.**
- Handle employee relations and resolve conflicts professionally.
- **Prepare accurate HR reports, including Workplace Skills Plans and Annual Training Reports.**
- Advise management on HR matters to support organizational goals.

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