

# PEOPLE MANAGEMENT

## OBJECTIVES OF THE PROGRAMME

People (human resources) are viewed by most experts as the most important asset of any organisation. Managing the people within an organisation is often the most challenging and complex task required of a manager. The objective of the short learning programme is to teach the basic principles of human resource management – how an organisation acquires, rewards, motivates, uses, and generally manages its people effectively.

## LEARNING OUTCOMES

By the end of the programme, participants should be able to:

- Understand the role of human resource planning within the strategic environment of an organisation
- Perform a job analysis as part of the human resource planning process
- Understand and apply best practices in the recruitment and selection processes
- Understand job evaluation methods, specifically within a South African context
- Effectively manage the performance and motivation of employees
- Understand and apply the various steps in the human resources training and development process in practice
- Apply the principle of ensuring a significant return on investment of training interventions planned and implemented
- Understand career management and the function thereof in the human resource system

## PROGRAMME OUTLINE

- Human resources planning
- Job analysis
- Recruitment and selection
- Training and development
- The meaning and nature of motivation
- Theories about work motivation
- The components of the career development perspective
- The nature and content of performance appraisal
- Performance appraisal techniques
- Job evaluation methods
- The nature and essence of self-development
- Influence of self-image on the individual's general functioning
- Strategies for improvement of a positive self-image
- The nature and meaning of stress
- Symptoms of stress
- Strategies for handling stress effectively



### Who Should Attend?

This short learning programme is recommended for managers or supervisors who is either currently managing others, has the potential to manage others, or individuals who wishes to grow and develop their management abilities.

### Mode of delivery:

Face to face OR Online

### Duration: Face to Face



2 Days

### Duration: Online



4 Weeks

### Accreditation:

- Short learning programmes are endorsed by the UFS and recognition to predefined formal programmes are available through Recognition of Prior Learning (RPL).
- All short learning programmes can be customised and offered on an in-house basis.
- Notional Learning Hours: 120
- Academic Level: 5

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