



# Human Resources Management

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## Human Resources Management

Excel Human Resources Management career by accomplishing this outstanding 14 in 1 premium bundle. This Human Resources Management bundle will provide you with in-depth understanding and practical knowledge on bookkeeping to increase your competence in the Human Resources Management career!

This premium Human Resources Management bundle will equip you with the essential knowledge you need to become a successful Human Resources Manager. From the basics of administration, payroll, and practical information on HR to the complexities of crisis communication and employment law for HR 2021, this bundle has it all. On top of that, you will also gain the skills to make significant improvements to your personal life. Quite a bargain!

So, enrol now to secure your future as a successful and outstanding Human Resources Manager!

CPD accredited Human Resources Management bundle is the most comprehensive bundle on Human Resources Management now available online, offered by Skill up to upskill you with core to advanced Human Resources Management ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Management promising industry.

Sign up for the all-inclusive Human Resources Management bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Human Resources Management Bundle:

- Excavate your knowledge on Human Resources Management
- Improve your management and leadership skills to ensure employee engagement
- Develop your knowledge on employment law and legal process for efficient human resource management system.

- Learn about technology and people at your workplace to meet the objectives of human resource management.
- Learn how to build a resilient crisis workforce to optimizing company performance through better human resource management.
- Learn how to maintain employee handbook and online bookkeeping.
- Acquire skills on sage 50 payroll for Human Resources Management

### Human Resources Management Specialities

- 54 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 17 completion certificates upon completing the Human Resources Management bundle.
- Internationally recognised Accredited Qualification of Human Resources Management would boost up your resume.
- You will learn the researched and proven approach of Human Resources Management adopted by renowned experts.


### Assessment

After completing all the modules of the Human Resources Management bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

### Certificate

This premium Human Resources bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

This self-paced Human Resources Management bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for all aspiring professionals.



Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Human Resources Management bundle now!

**This Human Resources Management Bundle Consists of the Following Courses:**

- Course 1: HR & Personnel Manager
- Course 2: HR Management – Level 3 Training
- Course 3: Employment Law for HR 2021
- Course 4: HR Virtual Interview Techniques
- Course 5: Effective HR Administration Skills Training
- Course 6: Sage 50 Payroll
- Course 7: Supporting a Grieving Employee
- Course 8: Master Communication Skills Course
- Course 9: Time Management: Step By Step Training
- Course 10: Recruitment & Selection Management
- Course 11: Online Bookkeeping and Quickbooks Course
- Course 12: HR Audit Certification 2021
- Course 13: HR and Payroll Manager Training
- Course 14: HR Crisis Communication Training
- Course 15: Strategic Planning Process
- Course 16: Workplace Equality & Diversity
- Course 17: Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)

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## Curriculum Breakdown of the Premium Courses:

### ➤ **HR & Personnel Manager**

- Module One: Human Resources Today
- Module Two: Recruiting and Interviewing
- Module Three: Retention and Orientation
- Module Four: Following Up with New Employees
- Module Five: Workplace Health & Safety
- Module Six: Workplace Bullying, Harassment, and Violence
- Module Seven: Workplace Wellness
- Module Eight: Providing Feedback to Employees
- Module Nine: Disciplining Employees
- Module Ten: Terminating Employees

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## HR Management - Level 3 Training

### Section 1: Introduction

- Unit 1: Welcome to the Course
- Unit 2: Course Highlights
- Unit 3: Quick Activity

### Section 2: Core Concepts

- Unit 1: What does Talent Management Mean
- Unit 2: Steps for Talent Management Process
- Unit 3: Meaning of Talent Acquisition
- Unit 4: 4 Tips to Hire the Best Employees
- Unit 5: Training & Developing Employees + Quick Tips
- Unit 6: Why Companies Spend Million Dollars in Training & Development
- Unit 7: Why Employee Retention is Important for a Company
- Unit 8: Employee Retention Techniques

### Section 3: Best Employee Retention Strategies That Actually Work

- Unit 1: Why These Strategies Are So Useful
- Unit 2: 1st Retention Strategy
- Unit 3: 2nd Retention Strategy
- Unit 4: Quick Activity – Here's How to Use It

### Section 4: Employee Benefits & Retention Strategies Used by World's Top Companies

- Unit 1: Section Introduction
- Unit 2: How Google Takes Care of its Employees
- Unit 3: How Microsoft Retains it's Employees
- Unit 4: Key Takeaway

### Section 5: Practical Tips to Retain Employees in Your Organisation

- Unit 1: Offer Quick Incentives



- Unit 2: Show Career Growth
- Unit 3: Praising & Rewarding
- Unit 4: Make it Convenient
- Unit 5: Sponsor Education

#### Section 6: Bonus Section: Building a Strong Relation with Employees

- Unit 1: 3 Words to Retain Your Best Employees

#### Section 7: Conclusion

### ➤ **Employment Law for HR 2021**

- UK Employment Law
- Module 01: Basic of Employment Law
- Module 02: Legal Recruitment Process
- Module 03: Employment Contracts
- Module 04: Employee Handbook
- Module 05: Disciplinary Procedure
- Module 06: National Minimum Wage & National Living Wage
- Module 07: Parental Right, Sick Pay & Pension Scheme
- Module 08: Discrimination in the Workplace
- Module 09: Health & Safety at Work
- Module 10: Dismissal, Grievances and Employment Tribunals
- Module 11: Workplace Monitoring & Data Protection
- HR Management

### ➤ **HR Virtual Interview Techniques**

- Module 1: An Introduction to Virtual Interviewing
- Module 2: Interviewer's Perspective
- Module 3: Interview Preparation
- Module 4: Picking a Tech to Use

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- Module 5: Attract and Hire the Best Talents
  - Module 6: Final Thoughts and Onboarding

## **Effective HR Administration Skills Training**

### Effective Human Resource Administration Overview

#### Fundamentals of Motivation

- Motivation – What is it
- The Need Hierarchy
- The Two-Factor Theory
- The Practical Side of Rewards

#### Individual Behavior

- Opinions Really Count
- The Individual
- Interpersonal Behavior

#### Group Behavior

- Definition of a Group
- Stages of Group Development
- Intragroup Behavior
- Intergroup Behavior
- Team Building

#### The Informal Organization

- Nature of Informal Organization
- Benefits of Informal Organization

#### Technology and People at Work

- The Evolution
- Workplace Violence
- Stressed Employees





## Productivity and Quality Improvement

- Quality Challenges
- Management  
Participative Approaches

## Job Redesign and Job Enrichment

- Work in America
- Job Enrichment Principles
- Challenges in Job Design

## Fundamentals of Leadership

- Nature of Leadership
- Common Behaviors
- Contingency Leadership
- The Next Decade
- Internal Leaders

## Developing, Appraising, and Rewarding Employees

- Integrating the Dimensions
- Employee Development
- Performance Appraisal

## Communicating for Effectiveness

- Appraisal Problems
- Technology's Impact
- The Process

## Managing Conflict and Change

- Effective Communications
- Nature of Conflict
- Nature of Change

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## Human Relations in Global Business

- Participation and Communication
- Multinational Enterprise
- **Sage 50 Payroll**
- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

### ➤ **Supporting a Grieving Employee**

- Module 1: Introduction to Mental Health
- Module 02: Understanding Mental Health



- Module 03: Mental Health and Work
- Module 04: Mental Health in the Workplace
- Module 05: Mental Illness in the UK Workforce
- Module 06: The Challenges of Modern Workplace
- Module 07: Common Cause of Mental Illness Module 08: Stress at Work
- Module 09: Mood Disorders
- Module 10: Promoting Good Mental Health
- Module 11: Recommendation for Work at Home
- Module 12: Responding to Emotionally Distressed Employees
- Module 13: Safeguarding Mental Health During Coronavirus (COVID-19) Outbreak

### ➤ **Master Communication Skills Course**

- PROMO Communication (BEST)
- Introduction To Communication – Goals & Benefits
- Key Principles Of Communication
- We Are ALWAYS Communicating
- Fundamentals Of Communication – Part 1
- Fundamentals Of Communication – Part 2
- Great Communication Tips – Part 1
- Great Communication Tips – Part 2
- Self-Talk & Powerful Language
- Miscommunication
- Still MORE Great Tips! Part 1
- Still MORE Great Tips! Part 2
- Still MORE Great Tips! Part 3
- Final Thoughts and Suggestions

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## ➤ Time Management : Step By Step Training

### Section 01: Welcome & Getting Started

- Introduction to Time Management: Step-by-Step
- Getting Help

### Section 02: Choosing Your Time Tools

- What Tools Will I Need

#### Should I Use Print or Software Time Tools?

- General Factors When Choosing Software
- Choosing a Time Management System
- Choosing a Contact Management System
- Choosing a Calendar
- Choosing a Notes System
- Choosing a Time Tracker
- Make Your Choices

### Section 03: Planning Your Work

- Time for Planning
- What is Your REAL Job?
- Identifying Your Work Categories
- Setting Blocks of Time for Each Category
- The Carousel Method for Projects
- Goals and Outcome Setting
- The Power of Outlining
- Mind Mapping for Planning and Brainstorming

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#### Section 04: Reducing Distractions

- How Distractions Cripple Productivity
- Why Time Tracking is Critical to Success
- Reducing Email Distractions
- Social Media & App Distractions
- People Interruptions
- Telephone Distractions

#### Section 05: Creating Focus

- Taming Your Monkey Mind
- Getting It All Out of Your Head
- How Batching Gets More Done
- Using a Countdown Timer to Achieve Focus
- Discipline and Will Power
- Create an Office Power Hour

#### Section 06: Handling Tasks Effectively

- Analyzing Tasks
- How to Prioritize Tasks
- Visualizing and Organizing Your Tasks
- The Power of Checklists
- The Two Minute Rule
- Should I Go Paperless?
- Telephone Time Tips

#### Section 07: Delegating Effectively

- Introduction to Delegating Effectively
- Delegating Tasks – Analyze First
- Delegating – Best Practices
- Why Delegating Fails
- Hiring vs. Outsourcing
- Fast Lazy Way to Create PowerPoints



## Section 08: Inbox Zero Email Mastery

- Welcome to Inbox Zero Email Mastery
- Stopping Email Interruptions
- Sorting Your Inbox Daily
- Stop Working in Your Inbox
- Email Analysis
- Dumping Unneeded Emails
- Delegating Emails
- Scheduling Emails
- Finish the Most Important Emails First
- Email Handling & Reply Tips
- Email Replies in Seconds Using Text Expanders
- Second Priority Level Emails
- Stop Digital Filing & Embrace Search
- Handling Reading/Resource Emails
- Reduce Internal Emails with Task Management Systems
- Reducing Customer Emails with Support Ticket Systems How to Use Email Filters to Save Time
- Best Practices for Internal Email
- Outsource Your Email with Personal/Virtual Assistants

## Section 09: Effective Meetings

- Introduction to Effective Meetings
- The Importance of an Agenda
- Having the Right People at the Meeting
- Setting Ground Rules for the Meeting
- Preparing Reports before Meeting
- Capturing Meeting Notes
- Starting on Time
- Getting Attendees Involved
- Keeping the Meeting on Track
- Creating an Action Plan

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- No “Anything Else?” Questions
  - End Meetings on Time
  - After Meeting Follow Up
  - Online Meeting Tips
  - Dealing with Controversial Topics

#### Section 10: Automating Your Work

- The Importance of Automation
- Getting Started with Automation
- Automating with Text Expanders

#### Section 11: Work/Life Balance

- Introduction to Work/Life Balance
- Work Life Balance Steps 1-5
- Work Life Balance Steps 6-8
- Step 9: Learn to Play Again
- Work Life Balance Steps 10-14
- Work Life Balance Steps 15-17

#### Section 12: Student Time Tips

- Student Time Planning
- Creating Focus for Students
- Learning Tips for Students

### ➤ **Recruitment & Selection Management**

- Module 1 - Introduction to Recruitment: Importance and Implications
- Module 2 - An Overview of the Recruitment Industry
- Module 3 – The UK Recruitment Legislation
- Module 4 - Sales and Selling in the Recruitment Industry
- Module 5 - The Recruitment Process
- Module 6 - Key Performance Indicators for the Recruitment Industry
- Module 7 - Candidate Attraction for Recruitment

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- Module 8 - Candidate Management
  - Module 9 - Candidate Interview Processes
  - Module 10 - Client Acquisition
  - Module 11 - Client Strategy in the Recruitment Sector
  - Module 12: Client Management
  - Module 13 - Steps to Starting and Running a Successful Recruiting Service

## ➤ **Online Bookkeeping and Quickbooks Course**

Getting prepared - access the software and course materials

- The structure of the course – first things first!
- Set up free trial

Getting started

- Starting A New Company File

Setting up the system

- set up nominal accounts
- Enter opening balances
- Reverse opening balances – accruals and prepayments  
report journal

Nominal ledger

- amend the nominal ledger
- Report listing the nominal ledgers

Customers

- Enter customers
- Report on customer contact information

Suppliers



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- enter suppliers
  - supplier contact list

#### Sales ledger

- Enter invoices
- Invoice entering Quickbooks Online Bookkeeping Diploma
- Invoice batch
- Post Sales Credit Notes
- Report showing Customer Activity
- Aged Debtors

#### Purchases ledger

- Post Supplier Invoices
- Entering a batch of supplier bills
- Credit Notes Suppliers
- Reclassify supplier bills – flash bulbs purchased
- Supplier Account Activity Report

#### Sundry payments

- Post Cheques
- Report showing supplier payments

#### Sundry receipts

- Receipts from customers
- Report showing customer receipts

#### Petty cash

- Post Petty Cash Transactions and Report
- Post cash payments to ledgers
- Enter petty cash items
- Report on Petty Cash Payments Proper
- Post Sundry Payments
- Report Bank Payments



## VAT - Value Added Tax

- VAT Return

## Bank reconciliation

- Reconcile The Bank
- Provide A Report Showing Any Unreconciled Transaction

## Payroll / Wages

- Post the Wages Journal
- Posting Journal adjustments

## Reports

- Month end adjustments
- Month end reports

## Tasks

- Task- Creating the accounts
- Task – Customer report

## Additional Resources

- Course Paper
- Further Reading – QuickBooks Online 2014 The Handbook

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## ➤ **HR Audit Certification 2021**

- Module 01: Introduction to HR Audit
- Module 02: HR Audit Procedures
- Module 03: Employee Recruitment and Selection Procedure
- Module 04: Employee Training and Development Process
- Module 05: HR Audit Interviews
- Module 06: Reporting HR Audit Outcome
- Module 07: UK Internal Audit Standards

## ➤ **HR and Payroll Manager Training**

- Module 01: Human Resource Management
- Module 02: HR Planning, Recruitment and Selection
- Module 03: Induction, Training and Development
- Module 04: HR Department's Responsibilities
- Module 05: The UK Recruitment Legislations Guide
- Module 06: Organizational Culture
- Module 07: Motivation, Counseling, Resignations and Retirement
- Module 08: Performance Appraisal & Remuneration Policy
- Module 09: Records and Statistics
- Module 10: Industrial Relations
- Module 11: The UK Recruitment Industry Statistics
- Module 12: Introduction to Payroll Management
- Module 13: The UK Payroll System
- Module 14: Brightpay
- Module 15: Paye, Tax, NI

- Conclusion and Next Steps

### ➤ **HR Crisis Communication Training**

- Module 1: Crisis and HR Manager
- Module 02: Planning and Managing Communication
- Module 03: Effective Communication
- Module 04: Preparing for a Crisis
- Module 05: Communication During and After a Crisis
- Module 06: Building a Crisis Resilient Workforce

### ➤ **Strategic Planning Process**

#### Preparing for the Strategic Planning Process

- Preparing for the Strategic Planning Process
- Establish a Committee
- Gather Operational Data

#### Initiating the Strategic Planning Process

- Develop a Mission Statement
- Develop a Vision Statement
- Assess Internal and External Environments
- Performing SWOT Analysis

#### Developing the Strategic Plan

- Prioritize What the Strategic Plan Will Address
- Set Goals and Objective
- Develop Strategy for Achieving Goals
- Draft the Strategic Plan
- Assign Responsibility and Authority

#### Executing the Plan

- Establish a Monitoring System



➤ **Workplace Equality & Diversity**

- Module One: Understanding Diversity
- Module Two: Understanding Stereotypes
- Module Three: Breaking Down the Barriers
- Module Four: Verbal Communication Skills
- Module Five: Non-Verbal Communication Skills
- Module Six: Being Proactive
- Module Seven: Coping with Discrimination
- Module Eight: Dealing with Diversity Complaints as a Person
- Module Nine: Dealing with Diversity Complaints as a Manager
- Module Ten: Dealing with Diversity Complaints as an Organization

➤ **Certificate of Workplace Health & Safety  
Basics Proficiency (CWHSP)**

CHWSP Module Order

- The Importance of Workplace Health and Safety Induction Training
- Basic Workplace Health & Safety Induction Training
  
- ENGLISH – Basic WHS Final Exam
- Course Completion Survey