

Locher Human Resources Public Program

DIPLOMA OF HUMAN RESOURCE MANAGEMENT (BSB50607)

Building Strategic HR Partners

July 2011 – July 2012

Building People & Performance Capability

Developing and Implementing Strategic HR Outcomes

Program Launch (1 hour)

Invite to all program stakeholders including the line manager of participants

Manage Recruitment, Selection & Induction Processes

(1 day – following Program Launch)

Developing recruitment, selection and induction procedures, recruitment process and managing staff induction in line with legislation and internal procedures

Manage Separation or Termination (1 day)

Develop policies and procedures and manage the process for the termination or separation of employees from the organisation, exit interview processes and procedures

HBDI Debrief (half day)

Debrief session by an accredited HBDI facilitator to assist program participants in interpreting their own personal report around preferred thinking and communication styles

Manage Industrial Relations (1 day)

Development of IR policies and strategies, implement relevant policies and plans to support the IR strategies, manage employee negotiation, conflict and disputes

Manage Programs that Promote Personal Effectiveness

(half day)

Identifying opportunities to improve workplace health and well-being through programs, initiatives and involving others in the workplace.

*Manage Human Resources Services (1 day)

Determine strategies for the delivery of HR services to employees within the business, provide support and develop service agreements between key stakeholders

*Manage Performance Management Systems (1 day)

Develop, implement and monitor a performance management program and methods for monitoring employee performance, develop formal feedback processes and coordinate learning plans

*Manage Workforce Planning (1 day)

Analyse workforce to identify appropriate staffing levels, diversity, change management, developing an implementing workforce objectives, initiatives and strategies, monitoring workforce trends

Manage Mediation Processes (1 day)

Develop and implement mediation guidelines and processes, prepare and assist in settling disputes with employees through mediation

Introduction Session to Psychometric Assessment (half day)

A registered Organisational Psychologist will provide an insight into a number of psychometric assessment used by organisations to assist in identifying development needs of their employees and during the recruitment process.

One Hour - Personal Coaching Session

Personal coaching session provided by a Locher Coach to assist in identifying opportunities to transfer and embed learning back into the workplace and to assist with further development needs.

Workshops
(incorporating learning resources, activities, guest speakers and assessment Resources to Promote Transfer of Learning
(Reflection Journal and Workplace Verification documents))

Action Learning Projects

Building People & Performance Project & Presentation (0.5 day)

- Self awareness and personal leadership presentation based on the HBDI report
- Using personal Hogan Assessment feedback and personal development plan

Strategic HR Project & Presentation (1 day)

- Strategic HR project and presentation focused on the participant's own workplace
- Presentation delivered to key program stakeholders including participant's manager

Graduation

Graduation Ceremony and Celebration

- Following the completion of the program, successful participants are invited to attend the graduation ceremony to receive their parchment and celebrate their achievement.