



The HR Toolkit

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBHRM527 - Coordinate human resource functions and processes (with post course work)

Course Objectives

In this course, we will determine strategies for the delivery of human resource functions by analysing business strategy, reviewing the external environment and consulting relevant stakeholders. You will learn how to document and communicate human resources strategies, functions and processes to the relevant stakeholders.

You will also examine different ways to undertake an evaluation of the various human resource functions and processes as well as codes of conduct and their application

Learning Outcomes

Determining Human Resource Functions and Processes

- Analyse business strategy and operational plans
- Consult with stakeholders
- Review requirements for diversity
- Human resources functions and processes
- Develop strategies and action plans
- Gathering and storing information

Coordinate the Delivery of Human Resource Functions and Processes

- Communicating information
- Negotiate service agreements, human resources requirements, standards and time frames
- Coordinate support
- Monitor and manage quality assurance
- Identify and rectify underperformance

Evaluate Human Resource Functions and Processes

- Determine client's level of satisfaction
- Collect feedback
- Recommend changes
- Support agreed changes

Coordinate Integration of Business Ethics in Human Resource Practices

- Code of conduct
- Confidentiality requirements
- Unethical behaviour
- Ethical behaviour

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.