

BASICS OF HUMAN RESOURCE ONLINE COURSE

Competence Canada Course ID: 0668

Recommended Prior Knowledge/ prerequisites:

No prior experience in human resources (HR) is required for this course. Basic familiarity with workplace environments and a desire to understand HR functions are beneficial. This course is designed to cater to individuals with various backgrounds and levels of experience.

Course Duration:

The Introduction to HR Fundamentals course spans 1 week, providing participants with a comprehensive overview of essential HR concepts and practices while providing for a flexible delivery which allows delegates to go at their own pace. The course includes a mix of lectures, case studies, and practical exercises to facilitate a well-rounded learning experience.

Who should attend?

The Introduction to HR Fundamentals course is suitable for individuals who are new to human resources or are interested in pursuing a career in HR. It is ideal for recent graduates, entry-level professionals, managers transitioning into HR roles, and anyone curious about understanding the foundational aspects of HR management. This course equips participants with the knowledge and skills needed to contribute effectively to HR-related functions within organizations.

Fee Structure:

These fees include digital course materials, training, and the cost of issuing certificate.

Learning Objectives:

Upon completing the Introduction to HR Fundamentals course, participants will be able to:

- Understand the role and significance of HR in organizations.
- Comprehend the legal and ethical aspects of HR management.
- Develop basic knowledge of recruitment and onboarding processes.
- Learn the fundamentals of employee relations and communication.
- Explore performance management and employee development concepts.
- Understand the basics of compensation and benefits administration.
- Grasp the essentials of workplace diversity and inclusion.
- Gain insights into employee engagement and retention strategies.
- Recognize the importance of compliance with labor laws and regulations.
- Acquire a foundational understanding of HR metrics and analytics.

Knowledge:

Participants will acquire knowledge in the following areas:

- Introduction to HR roles and responsibilities
- Legal and ethical considerations in HR management
- Recruitment, selection, and onboarding processes
- Basics of employee relations and communication
- Performance management and employee development
- Compensation and benefits administration
- Workplace diversity and inclusion principles
- Strategies for employee engagement and retention
- Compliance with labor laws and regulations
- Introduction to HR metrics and analytics

Certificate

The E-certificate will be issued with soft signature. You may print hard copy for your reference.

If you would like a physical certificate, Competence Canada can issue one for an additional cost which includes shipping.

How To Get Started:

For more information or to sign up for this course, please email us at trainings@competencecanada.com or visit us at CompetenceCanada.com to learn more about our trainings, accreditation, and membership programs.

About Competence Canada:

Competence Canada is a Canadian-based organization committed to promoting safety, social good, and sustainability in the workplace. We recognize that skills, experience, and training are essential for individuals to excel in their careers and make a positive impact in their communities. That's why our goal is to provide high-quality training and certification programs to individuals across a range of industries, empowering them with the tools and knowledge they need to succeed.

Through our comprehensive education and certification programs, we are dedicated to helping you gain a competitive edge in your field. Whether you're looking to advance in your current role, switch careers, or stay up-to-date on the latest industry standards, Competence Canada is here to support you. Our team of experts is committed to providing the highest level of service and guidance, so you can achieve your professional goals and make a meaningful impact in your workplace and beyond.