



For Your Successful Performance Solution



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Development Training

Course Details

Code: **HR1** – Contact Dwight Davis for arrangements regarding this course.

Name: **IMPROVING YOUR HUMAN RESOURCES SYSTEM**

Type: Team and Personal Skills Development for employees, supervisors, and managers

Duration: 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

Estimated Cost: Contact us for a quote tailored to your specific requirements.

Description: This course will provide your human resources employees with improved understanding and development of the human resources systems and skills used in qualifying, staff hiring, staff development, as well as the operation of benefits and retirement programs and the HRIS system.

The topics to be discussed are as follows**:

- Critical objectives and priorities
- Increased diversity in the organization
- Improved recruiting techniques
- Suggestions for decreased employee turnover
- Classification system updates and considerations
- Shortening the open requisition process timeframe
- Health and welfare benefits programs
- Pension, retirement, and stock programs
- Successful employee training and development programs
- Employee records and HRIS system
- Key performance improvement success factors

**** Please note that this package is currently being revised and there may be some changes in content.)**

Objectives: Upon successful completion of this training, your employees will have an improved understanding of business sales principles and skills. Participants will be able to use these additional skills to improve customer rapport, maintain better control of the sales process, and increase sales closures.

Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Increasing Your Sales" – 30 plus pages.

Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be "fun" as well as educational! You learn MORE when you are having fun!