

PRESENTS

HR FOR THE NON- HR MANAGER



MATCHES YOUR
SELECTION
PROFILE



TRAINING:

HR FOR THE NON-HR MANAGER

This is a review of human resource issues facing today's business owners and managers. You do not always have the expertise to deal with the many employee relationship issues you face, and yet you will be expected to make decisions that are both effective and legal. This training will walk you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring process (such as diversity issues and discipline).

Ø Training topics:

- How to write job specifications and identify core competencies.
- Methods of finding, selecting, and keeping the best people using behavioral description interviewing techniques.
- How to get employees off to a good start.
- How to maintain healthy employee relations.
- How to make performance appraisals a cooperative process.

Ø Course outline:

- Planning employee orientation
- The interview process
- Using Behavior Description Interviewing
- The importance of job descriptions
- Advertising for resumes
- Absenteeism
- Diversity
- Discipline & Termination

Ø Who is the trainer?

Drs. Lilah Maduro-Wever is a NIP-registered psychologist experienced in treating i.e. job reintegration, stress, burnout, drugs- and relationship problems on Aruba. She has worked as trainer/therapist at Buro Arends, GGZ-Midden Brabant, and Centro Dakota and therefore, knows psychological problems which are common to Aruba. She has successfully acquired a university degree in Social & Organization Psychology in 1999 in Leiden and a university degree in Clinical Health Psychology in 2004 in Tilburg.

Ø Training dates:

Meeting 1:	July 06 th ,	2010
Meeting 2:	July 13 th	2010
Meeting 3:	July 20 th ,	2010
Meeting 4:	July 27 th ,	2010
Meeting 5:	August 03 rd ,	2010
Meeting 6:	August 10 th ,	2010

Price:

AFL. 940*,-/person

Location:

To be announced

Time: 18.30-21.00



Ø Number of participants

To have effective participation from all participants, the training insists on a minimum of 8 participants and a maximum of 15 participants.

* Ask for our group discounts

