

**Workshop on Human Resource Management**  
**08:30am -03:30 pm**  
**Course Schedule – Day 1**

No	Topic	Duration	Time
1	Introduction and Opening	15 minutes	08:30 – 08:45
2	Pre-test	15 minutes	08:45 – 09:00
3	Important Terminologies	45 minutes	09:00 – 09:45
4	People are the most important asset of an organization	45 minutes	09:45 – 10:30
5	Tea break	15 minutes	10:30 – 10:45
6	Workforce planning	30 minutes	10:45 – 11:15
7	Specifying Jobs and Roles	45 minutes	11:15 – 12:00
8	Lunch	1 hour	12:00 – 01:00
9	Recruiting	1 hour	01:00 – 02:00
10	Outsourcing	30 minutes	02:00 – 02:30
11	Screening Applicants	30 minutes	02:30 – 03:00
	Selecting (Hiring) New Employees	20 minutes	03:00 – 03:20
	Closing	10 minutes	03:20 – 03:30

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**Course Schedule – Day 2**

No	Topic	Duration	Time
1	Recap of day 1	15 minutes	08:30 – 08:45
2	Benefits and compensation	1 hour	08:45 – 09:45
3	Benefit packages- practical work	45 minutes	09:45 – 10:30
	Tea break	15 minutes	10:30 – 10:45
4	Career development	30 minutes	10:45 – 11:15
5	Employee Orientation	45 minutes	11:15 – 12:00
	Lunch	1 hour	12:00 – 01:00
6	Leadership Development	1 hour	01:00 – 02:00
7	Management Development	1 hour	02:00 – 03:00
	Closing	15 minutes	03:00 – 03:15

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**Course Schedule – Day 3**

No	Topic	Duration	Time
1	Recap of day 2	15 minutes	08:30 – 08:45
2	Personal Development	1 hour	08:45 – 09:45
3	Supervisory Development	45 minutes	09:45 – 10:30
	Tea break	15 minutes	10:30 – 10:45
4	Training and Development	30 minutes	10:45 – 11:15
5	Training Needs Assessment	45 minutes	11:15 – 12:00
6	Training Follow up	1 hour	12:00 – 01:00
	Lunch	1 hour	01:00 – 02:00
7	Personnel Policies and Records	30 minutes	02:00 – 02:30
8	Employee Laws, Topics and Issues	30 minutes	02:30 – 03:00
9	Ethics - Practical Toolkit	20 minutes	03:00 – 03:20
	closing	10 minutes	03:20 – 03:30

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**Course Schedule – Day 4**

No	Topic	Duration	Time
1	Recap of day 3	15 minutes	08:30 – 08:45
2	Diversity Management	1 hour	08:45 – 09:45
3	Dealing with Drugs in the Workplace	45 minutes	09:45 – 10:30
	Tea Break	15 minutes	10:30 – 10:45
4	Employee Assistance Programs	30 minutes	10:45 – 11:15
5	Ergonomics: Safe Facilities in the Workplace	45 minutes	11:15 – 12:00
	Lunch	1 hour	12:00 – 01:00
6	Personal Wellness	1 hour	01:00 – 02:00
7	Preventing Violence in the Workplace	30 minutes	02:00 – 02:30
8	Ensuring Safety in the Workplace	30 minutes	02:30 – 03:00
9	Supporting Spirituality in the Workplace	20 minutes	03:00 – 03:20
	Closing	10 minutes	03:20 – 03:30

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**Course Schedule – Day 5**

No	Topic	Duration	Time
1	Recap of Day 4	15 minutes	08:30 – 08:45
2	Employee Performance Management	45 minutes	08:45 – 09:30
3	Group Performance Management	1 hour	09:30 – 10:30
	Tea break	15 minutes	10:30 – 10:45
4	Interpersonal Skills	45 minutes	10:45 – 11:30
5	Practicing Interpersonal Communication Skills	1 hour	11:30 – 12:30
	Lunch	1 hour	12:30 – 01:30
6	Personal Productivity	45 minutes	01:30 – 02:15
7	Retaining Employees	45 minutes	02:15 – 03:00
	Post test	15 minutes	03:00 – 03:15
	closing	15 minutes	03:15 – 03:30