

PsyAsia International's HUMAN RESOURCE MANAGEMENT COURSE



Learn about Human Resource Management with this unique 4-day course with a focus on science and cutting-edge practice in HRM

Introduction

Organisational Psychologists scientifically inform the Human Resource profession and process. In view of this, PsyAsia International offers a full Human Resource Management Course that follows the complete 'HR Cycle'. The course is offered mainly as an in-house course anywhere in the world and as a public course in various Asian locations from time-to-time (usually Hong Kong & Singapore). When run as an in-house course, there is not the necessity to complete all modules. We can therefore provide in-house training that is focused specifically upon the client's current issues and/or requirements. For public courses, the course is designed to be completed as a whole.

Who is this course for?

This is an excellent course for anybody involved in HRM or for those who are looking for a taste of it. This course principally welcomes HR directors, HR officers, training and development managers, recruitment/selection staff, line managers and those considering a career in Human Resource Management.

Unlike other HRM courses, this course is a face-to-face course that covers all relevant subject material in just 4 days! So, this training is suitable for very busy people as well as those who wish to learn HRM as soon as possible. Do keep in mind though, that as with all HRM courses, although at the completion of the course you will have a profound understanding of the current issues and best practice in HRM, you will not necessarily be fully competent in every aspect. For example, although you will understand a lot about job analysis or psychometric tests, you will require additional focused training in each area to enable you to become an expert! Remember, this is true of all courses out there! We do expect you to be competent in HR processes or HRM generally at the end of the course and following completion of optional assessments.

Course length, timing and fees

This is a **four day course**. Each of the four days finishes around 5pm. Day one starts at 10am and all other days start at 9.30am. Please see the website for the latest fees, promotions and to register for the next course. All upcoming course dates are published at <http://dates.psyasia.com>. For in-house course quotations, please telephone us or complete the quotation form at our website.

Facilitator

The course is facilitated by Dr. Graham Tyler, an award-winning, Registered (Australia & Hong Kong) Organisational Psychologist and Chartered Scientist educated in the UK and Australia. He is a member of the Hong Kong Institute of HRM and an Associate Fellow of the Hong Kong Psychological Society. Organisational psychologists have skills in a number of areas related to HRM, such as Selection & Assessment, Training and Development, Job Analysis, Career Development and Counselling, Organisational Change and Development, Performance Management and Review, Well-being, Conflict and Stress Management and so on. Dr. Tyler taught HRM for the UK's University of Leicester's overseas MBA program in Dubai and other Middle Eastern countries for 3 years. In Asia, he has been a MSc in HRM Lecturer for the Hong Kong Polytechnic University. He has worked in both teaching and HRM consulting roles for local, government and multinational organisations worldwide, including Nigeria, Singapore, Malaysia, Thailand, PRC, Macau SAR, Hong Kong SAR, Australia, UK, Saudi Arabia and Oman. At the current time, Dr. Tyler is the executive director of PsyAsia International. He is a resident of both Singapore and Hong Kong and commutes between these two cities and travels around Asia, the Middle East and Australia to deliver his sought-after training and consulting solutions. As a practitioner, he applies his skills on a daily basis in many of Asia's most well known companies and for government bodies. He balances this practical slant with his academic teaching and publications in international peer-reviewed journals. He is also a reviewer for the Society for Industrial and Organizational Psychology conference (USA) and the Journal of Personality & Individual Differences.

**Telephone and email contact details at:
www.psyasia.com/contact.php**

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Course Modules more detailed information at www.psyasia.com/human_resource_management_training_course.php

Module 1: An Introduction to HRM

- Defining HRM
- Difference between Personnel Management and HRM
- HRM as an international model
- Broad and Narrow, Soft and Hard HRM
- Why study and practice HRM?
- HRM as a strategy - internal and external

Module 2: Job Analysis

- What job analysis is
- The importance of job analysis
- The principal methods of job analysis and their advantages/disadvantages
- The type of data that is collected during job analysis
- Criticisms about the lack of reliability in job analysis
- Criteria for assessing job analysis
- How job analysis informs the job description and person specification
- Why organisations use or are turning to competency-based job analysis
- Links between job analysis and the HR cycle

Module 3: Planning, Recruitment, Selection

- The link between forecasting of personnel needs and strategic HRM
- Ways in which personnel and competency requirements can be planned
- Sources of internal and external candidates
- How and why recruitment policy should be consistent with the company's strategy, image and other policies
- How to design application forms that mirror best practice and do not violate employment law
- How to select applicants from the recruitment pool to transfer to the selection phase

Module 4: Assessment Methods (Excluding Psychometric Tests)

- Methods of assessment available such as assessment centres, application forms, interviews and more
- Controversial methods such as graphology, astrology and phrenology
- Reliability and validity of various methods
- How to prepare for and design objective, behaviour-based interviews

Training Delivery see www.psyasia.com/human_resource_management_training_course.php

In addition to the facilitator providing presentations on the theoretical and practical components detailed herein, delegates will be asked to interact extensively with the facilitator and with each other during the course. Delegates will be involved in stimulating discussions and debates and they will be asked to make presentations in groups to their co-delegates.

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Module 5: Assessment Methods: Psychometric Testing

- What a psychometric assessment is
- The major competence issues in psychometric assessment
- Why proper training and practice is required in order to make psychometric assessment useful
- Why standardisation is a key repetitive theme in psychometrics
- Error associated with tests as well as all other methods of assessment
- How to ensure that bias does not occur in testing using the 4/5 rule
- Computer-based testing and how it compares with pencil & paper testing
- Major models of personality: The Big-5 and Cattell's 16 factor model
- The use of psychometric tests in Asia
- Whether using indigenous tests has any incremental validity over and above internationally-developed tests in Hong Kong and Singapore

Module 6: Training and Development

- The difference between training and education
- The importance of training and development
- Training and HRM
- Learning styles
- The training cycle
- Training Needs Analysis
- Training Design
- Training Implementation
- The training transfer problem
- The often ignored evaluation and the importance of training evaluation
- Solomon's four-group training evaluation design
- Kirkpatrick's evaluation model
- The learning organization and the concept of continuous learning
- Cross-cultural comparisons of training

Module 7: Performance Appraisal

- History of performance appraisal
- Purposes of performance appraisal
- Advantages and disadvantages of linking performance appraisal with pay
- The design of performance appraisal systems

- Issues in the implementation of performance appraisal systems
- Rating scales
- Common errors in evaluation
- Characteristics of effective performance appraisal interviews
- Monitoring and maintaining appraisal systems
- Improving performance appraisal for the future

Certificate see www.psyasia.com/human_resource_management_training_course.php

Those who attend every module and who are not absent from the training room for periods of time in excess of 5 minutes will receive a certificate of attendance from PsyAsia International, signed by the facilitator mentioned above. See the course webpage for details of the optional assessment of competence which replaces the certificate of attendance with a certificate of competence.

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Module 8: Motivating and Rewarding Employees

- The main theories of motivation: need, cognitive and reinforcement.
- The evidence that supports or fails to support each theory.
- The implications of each theory for workplace performance and motivation.
- How to design work in order to maximise motivation and increase employee retention.
- Why managers prefer to use Maslow's theory despite the lack of evidence to support it.
- What influences pay?
- Pay and behaviour modification
- Pay and equity
- The importance of equity for employees and managers
- Motivational issues in the design of salary-systems
- Problems associated with different salary-systems
- Performance-related pay and motivation
- Performance-related pay and performance appraisal

Module 9: Ethical HRM & Equal Opportunities

- What ethical HRM entails
- Why HRM needs to aim to be ethical
- What equal opportunities is and why it is required in terms of law and ethics
- Factors affecting decision-making
- Theoretical components of ethical HRM
- The rhetoric versus the reality of ethical HRM
- Rights and duties of employer and employee
- The moral development of the organisation
- A framework for ethical decision-making



APS Psychologists: 'Good Thinking'

The Australian Psychological Society Ltd

Module 10: Global HRM and expatriate assignments

- How to increase the chances of success of international assignments and expatriate assignees
- Personal and organisational factors that lead to expatriate success
- Why training is rarely carried out (but should be)

- What issues need to be planned into an overseas assignment policy
- Factors affecting the expatriate partner or spouse that ultimately also affect the assignment
- Women and expatriate assignments: why the biggest barrier faced by females in expatriate assignments is often in the original country

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