

3.11 MANAGING HUMAN RESOURCES

How to manage the human resources aspects in your business or organisation.

- What is human resources management?
- Communication modes and channels
- Planning a skills development plan
- Wasters
- Enhancing creativity in the workplace by research and innovation
- Sound basic management skills in the organisation
- Disciplinary hearings
- Meetings, job descriptions and appraisals
- Labour relations
- Building a career path for all employees