

HR SKILLS FOR NON-HR MANAGERS CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ HR Skills for Non-HR Managers Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend HR Skills for Non-HR Managers Training Course schedule



About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies

Importance of HR Skills for Non-HR Managers Training

- ✓ HR Skills for Non-HR Managers Certification emphasizes that people management skills are no longer exclusive to HR professionals. This credential is purposeful at empowering team leaders, managers, and project heads with critical HR competencies. Becoming a maestro in HR Skills means they are adept at handling people-related challenges, nurturing talents, and lining up the team goals with organizational growth motives. Thus, this certification transforms non-HR professionals into confident and people-focused leaders.
- ✓ Training participants are exposed to important aspects of Human Resource Management (HRM) within HR Skills for Non-HR Managers Course. In this program, candidates will be trained in execution of basic to advanced aspects of various functions in an organization's human resources department, such as recruitment and selection, performance management, employee relations, compensation and benefits, and employee talent management. Through the acquisition of these herein contributes to informed decision-making, better employee engagement, as well as contributing towards organizational impact.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue HR Skills for Non-HR Managers Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in HR Skills for Non-HR Managers can enroll in the HR Skills for Non-HR Managers Training course.

HR SKILLS FOR NON-HR MANAGERS CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of HR Skills for Non-HR Managers Training

Lesson 01 – Introduction

1.	Definition of Human Resources
2.	Personnel Management and HR
3.	Challenges to HR Professionals

Lesson 02 – Employment Law

1.	Employment Law Overview
2.	Employment Contracts
3.	Fundamental Employment Rights and Employer Responsibilities
4.	Employee Handbook
5.	Employee Rights
6.	Data Protection
7.	Data Protection Act
8.	Health and Safety Regulations
9.	Redundancy
10.	What is Discrimination and What are the Different Types of it?

Syllabus of HR Skills for Non-HR Managers Training

Lesson 03 – Management Roles within HR

1.	Links Between Manager Role and Employment Law
2.	HR Generalist Activities
3.	Roles and Responsibilities
4.	Inductions
5.	Cost Efficiencies
6.	Recruitment
7.	Talent Management
8.	Remuneration
9.	Documentation
10.	Gap Analysis
11.	Training Requirements
12.	When to Involve HR Managers in Relations with Team Members

Lesson 04 – Managing Absence

1.	Absence and Sickness
2.	Identifying Reasonable Levels of Sickness
3.	Authorised and Unauthorised Absences
4.	Firm but Fair Approach to Absence
5.	Return to Work Interviews
6.	Employer Rights in Line with the Law

Syllabus of HR Skills for Non-HR Managers Training

Lesson 05 – Dealing with Difficult Employees

1.	Communication with Employees
2.	Effective Employee Communication
3.	What is a Grievance and What Causes One?
4.	Types of Grievance
5.	Performance Management
6.	Planning Performance
7.	Coaching Performance
8.	Reviewing Performance
9.	Performance Management
10.	Dealing with Poor Performance
11.	Dismissal
12.	Redundancy
13.	Preventing Poor Performance
14.	Efficient Discipline Structure
15.	Putting Planning Strategies into Place to Deal with Difficult Situations

Exam Format of HR Skills for Non-HR Managers Certification

Examination Format	
Exam Name	HR Skills for Non-HR Managers Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for HR Skills for Non-HR Managers, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the HR Skills for Non-HR Managers exam.

Contact Us

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