

# **FORE School of Management**

## **Management Development Programme on HRM for Line Managers August 17-19, 2011, FSM Campus, New Delhi**

### **Backdrop**

This programme would trace out the main tasks that an HR Manager performs and, from this, glean the wide array of people related actions of a Line Manager. The main focus, thereafter, will be to explore the underlying skill requirements for all the people related competencies.

### **Objectives**

The course aims at helping the participant explore ways of enhancing effectiveness at managing people related processes through:

- Identifying the HRM functions that a line manager performs.
- Identify and practice the skills required for managing these functions effectively.

### **Contents:**

- HRM as a tool for competitive advantage.
- Contemporary HRM and the Strategic Link.
- Overview of sub-functions of HRM e.g. sourcing, development, managing performance, motivating, disciplining and communicating.
- Communication and effectiveness: in different work situations, one to one, one to many, meetings, handling conflicts, facilitating team meetings and reaching consensus, assertiveness in communication, giving and receiving feedback.
- Interviewing for selection, performance review, performance counseling, inter-personal problem solving.
- Systematic training and development, needs identification and on-the job training and coaching; Development of people.
- Performance Evaluation and Performance Management, understanding 'performance', identifying 'behavior' and 'results' for measurement, 'rater' errors in evaluation, performance review and planning, state of the art in PMS.

### **Methodology**

The programme methodology would be mainly experiential, using practical tasks, video clips, instruments, peer feedback and interactive lecturettes. It is action packed with a very high level of involvement of participants.

### **Who May Attend**

- Senior and middle management team members from a non-HR domain with people management and general management responsibilities; possible roles can be Heads of Business, Heads of Teams, Function Leaders;
- Managers being groomed for general managerial roles
- Owner-managers of small businesses.