



*Training Course:
Human Resources Development & Personnel
Management*

*14 - 18 September 2026
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Human Resources Development & Personnel Management

Training Course code: HR3008 From: 14 - 18 September 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

This program, designed by Global Horizon Training Center, provides a comprehensive foundation in **Human Resources Development HRD** and **Personnel Management**, integrating both traditional HR practices and modern strategic approaches.

In today's evolving business environment, organizations must balance administrative efficiency with strategic people development. This program explores how HR can move beyond routine personnel functions to become a key driver of organizational performance, talent development, and long-term sustainability.

Participants will gain a clear understanding of how HRD supports employee growth, organizational capability, and business success, while also mastering core personnel management practices such as recruitment, employee relations, and compliance. The program emphasizes practical application, enabling participants to align HR processes with organizational goals and workforce needs.

Objectives

By the end of this program, participants will be able to:

- Understand the concepts and differences between HRD and Personnel Management
- Describe the structure and functions of a modern HR department
- Apply effective recruitment and selection practices
- Support employee development through structured HRD initiatives
- Manage employee relations and workplace issues effectively
- Align HR practices with organizational strategy and objectives
- Understand the role of HR in organizational change and performance improvement

Target Audience

- HR Officers and HR Assistants
- Personnel and Administration Staff
- Training and Development Coordinators
- Line Managers and Supervisors
- Professionals entering or transitioning into HR roles

Outlines

Day 1: Introduction to HRM, HRD, and Personnel Management

- The evolution of HR and personnel functions
- Differences between HRM, HRD, and Personnel Management
- The role of HR in modern organizations
- Strategic importance of human capital
- HR structure and key responsibilities

Day 2: Recruitment and Employee Resourcing

- Workforce planning fundamentals
- Recruitment processes and strategies
- Conducting effective interviews
- Selection tools and techniques
- Induction and onboarding processes

Day 3: Employee Development and HRD Practices

- Training and development frameworks
- Identifying training needs
- Career development and succession planning
- Coaching and mentoring techniques
- Learning and development strategies

Day 4: Employee Relations and Workplace Management

- Managing employee relations
- Handling grievances and disciplinary issues
- Workplace policies and procedures
- Diversity, inclusion, and equal opportunity
- Communication and engagement strategies

Day 5: HR Strategy and Organizational Effectiveness

- Aligning HR with business strategy
- Performance management systems
- HR metrics and workforce analysis
- Supporting organizational change
- Continuous improvement in HR practices

Registration form on the Training Course: Human Resources Development & Personnel Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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