

Fundamentals of Human Resources Management

The Talent Management Framework

- Explain Why an Emphasis on Talent, Establishing Relationships, and Being Strategic Balanced with Managing the Functional Areas of the Business Is Important for the HR Professional
- Examine the Strategic or Administrative Nature of Your Role
- Discuss How HR at Your Organization Is Perceived Overall

Relationships and Gaining Trust

- Understand the Importance of Building Relationships
- Assess Your Own Relationships and Identify Areas for Improvement
- Describe the Business Impact of Improved Relationships Between HR and Other Departments

Legal Responsibilities

- Compare and Contrast Managerial and HR Legal Responsibilities
- Identify Key Federal Employment-Related Terms and Legislation
- Explain Questions and Categories to Avoid During the Employment Process
- Define and Increase Awareness of Workplace Sexual and Other Harassment
- Identify Legal Trends and Challenges

Talent Acquisition

- Identify Characteristics of Well-Written Job Descriptions and When Job Descriptions (JDs) Should Be Written and Modified
- Describe the Five Questioning Techniques and Reasons for Using Each Technique
- Apply the Steps and Best Practices for a Recruiting Process
- Distinguish Key Aspects of Orientation and Assimilation and Generate Ideas to Make These Processes Better at Your Organization

Talent Alignment

- Understand Key Concepts of Talent
- Cultivate an Opportunity-Focused Mindset to Benefit Your Employees and Organization
- Demonstrate Your Skills and Abilities as a Strategic Business Partner

Talent Management

- Understand the Full Scope of Talent Management
- Create a Culture of Internal Mobility
- Compare Domestic and Global Mobility
- Apply Talent Management Concepts

Talent Assessment

- Apply the “No Surprises” Rule for Performance Management
- Describe Characteristics of Performance Management Systems
- Characterize What an Effective Performance Management System Looks Like for Your Organization
- Observe a Counseling Session with an Employee
- Summarize the Key Components of Diversity
- Articulate Why Knowledge of Diversity Is Important for HR Professionals, Leadership, and Employees
- Recognize the Importance of Cultivating Diverse Talent at Your Organization
- Summarize the Value of Diversity, Equity, Inclusion, and Belonging for the Organization

Talent Development

- Identify the Respective Responsibilities of All Concerned in the Training Process
- Recognize Best Practices in Mentoring and Career and Leadership Development
- Describe Coaching and the AMA GUIDE Coaching Model
- Practice How to Coach and How to Help Others Coach

Talent Measurement/Compensation

- Assess Your Company’s Performance Review Process and Determine How It Could Be Run Better/Differently
- Compare the Correlation Between the Year-End Performance Review Process and Compensation
- Identify the Characteristics of an Effective Compensation System
- Detail and Communicate the Characteristics of Fair Employee Compensation
- Cultivate a “Total Rewards” Mindset to Apply at Your Organization

Talent Retention and Transition

- Express the Importance of Employee Retention
- Identify Factors That Lead Employees to Leave an Organization
- Recognize Key Best Practices to Utilize When Terminating an Employee
- Practice Having a Termination Meeting with an Employee

Functional HR Areas

- Explore Voluntary Benefits to Offer at Your Organization
- Determine Areas in the Employee Handbook and/or Policies and Procedures Manual That Need to Be Updated
- Assess Ways to Use HR Information Systems to Support Being a Strategic Business Partner

Action Plan

- Create an Action Plan for Your Role and Organization