



# HRD in workplace

## getting the best out of human assets

If you want to gather honey, do not kick over the beehive. Human resource development is the key to long-term sustained performance of any team. HRD initiatives also equip organisations to face challenges of continuously improving performance. It is imperative that these initiatives percolate down to actionable levels i.e. outside the HR department. This training module focuses on key people development issues that need to be a part of every manager's agenda. It facilitates improved workplace co-ordination, better productivity & improved morale.

## Contents

- Importance of Human Resource Development
- Aligning Human Resources
  - Roles
  - Goals
  - Key Performance Indicators
- Develop and motivate employees
  - Motivation, Reward & Recognition
  - 4 stages of motivation
  - Give recognition
- Support team members
  - Identify difference between coaching & training and when to use each
  - Competency
  - Competency Evaluation
  - Training Need Identification
- Feedback & Coaching
  - Appraising performance
  - Communication and consultation
- Identify sources of performance loss and corrective actions
  - Grievance and discipline
  - Recognize and avoid problem situations
  - Handling problems
    - Absence
    - Time off
  - Communicating policy issues
  - Conduct a corrective action discussion
- Health and safety of work

## Take Away

Following this training session, the participants will understand the essential HRD measures that need to be initiated by them & be inspired to implement these.

## Objectives

Establish positive relationship with team members

Understand Human Resource Development principals from the perspective of with routine work

Understand & practice essential HRD skills

## Who should attend?

Middle level, Senior level

## What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

## Interaction language

English, Hindi/ English

## Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Inventory

Games

Q & A

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).

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