



Applied HR for Line Leaders

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo Graduate School of Business - Sta. Rosa
 Satellite 2F Paseo 3A Building, Brgy. Don Jose,
 Paseo de Sta. Rosa, Sta. Rosa City,
 Laguna, Philippines



DATES

December 4 - 5, 2019
 Wednesday - Thursday
 9:00 am - 5:00 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate
 until Nov. 20)
 Php 12,800.00 (Regular Rate)

HOW TO REGISTER Online

www.cce.ateneo.edu


Email

sales.cce@ateneo.edu

Call

+63(2)840.1742

Schedules and prices may
 change without prior notice.



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May 20, 2019



ATENEO DE MANILA UNIVERSITY
 GRADUATE SCHOOL OF BUSINESS



human resources management

Applied HR for Line Leaders

December 4 - 5, 2019

Ateneo Graduate School of Business
 STA. ROSA CAMPUS

 CENTER FOR CONTINUING EDUCATION

The management of manpower, the most important asset, has been entrusted to every leader in the organization regardless of position or title. Such a responsibility is shared with the Human Resource (HR) Unit in order to achieve an effective utilization or maximization of the human asset within prescribed guidelines and policies. But such partnership has not been successful in many companies due to several factors, such as:

- Lack of alignment and poor understanding of the responsibilities by the leaders;
- Inadequate skills of leaders to implement HR systems;
- Untimely or lack of communication of concerns between partners; and
- Absence of trust and openness between HR and line leaders.

Applied HR for Line Leaders intends to respond to all these difficulties from the point of view of officers, managers, supervisors, and team leaders. By providing the necessary skills and clear understanding of the roles, a harmonious working relationship will be attained. This will benefit the leaders, team members, and organization as a whole.

Applied HR for Line Leaders

objectives

After the course, you will be able to:

1. Apply the critical guidelines for interviewing applicants;
2. Enumerate and explain the three basic phases of performance management system;
3. Identify the critical competencies and evaluate potentials of high flyers;
4. Differentiate between on-the-job and off-the-job training for team members;
5. Identify appropriate rewards for given situations; and
6. Describe change management interventions for on-the-job concerns.

who should attend

The program is designed for line executives, managers, supervisors, and team leaders, who work hand in hand with HR to implement its systems, policies, and procedures. HR personnel who design and monitor policies may also attend to have a clearer understanding of the responsibilities and challenges of line leaders.



resource person



MR. ARMANDO T. BONGCO, JR. is a professional organization development consultant specializing in training organization development, career planning, productivity, and performance management systems.

Mr. Bongco was trained and certified as an official instructor for Problem-Solving and Decision-Making Program by Kepner and Tregoe, Inc. and Interaction Management by Development Dimension Processes, Inc. He completed numerous HRM seminars provided by leading foreign and domestic consultancy firms. He has a BA degree Major in History-Political Science.

- I. **Today's HRM**
 - A. Definition of HRM
 - B. Challenges affecting HR management
 - C. Comparison between personnel and HR management
- II. **The Organizational Leaders and HRM**
 - A. Ulrich's roles of leaders in HRM
- III. **Recruitment and Replacement**
 - A. Definition
 - B. The leader as relations builder
 - C. Recruitment and placement flow
 - D. Selection requirements
 - E. Interviewing steps
 - F. Sample: Structured interview guide
 - G. Role playing: Interviewing applications
- IV. **Performance Management Systems (PMS)**
 - A. Description/Rationale
 - B. The leader as a manager
 - C. Review of planning, leading, organizing, and controlling
 - D. Self assessment
 - E. Group discussion: Difficulties/sharing of best practices on PMS
 - F. Phases of PMS
- V. **Development/Potential Appraisal**
 - A. Definition/elements of developmental appraisal
 - B. The leader as a talent manager
 - C. Self-assessment: Attitudes towards nurturing others
 - D. Sample: Development appraisal
- VI. **Training and Development**
 - A. Training, development, and education defined
 - B. The leader as a mentor
 - C. Kinds of training
 - D. Steps for On-the-Job training
 - E. Training cycle
- VII. **Succession Planning**
 - A. Benefits of Succession Planning
 - B. The leader as a developer of leaders
 - C. Ways for developing team members
 - D. Sample: Succession planning form
- VIII. **Rewards Management**
 - A. Triangle of plenty
 - B. The leader as a motivator
 - C. Elements of a total rewards management
- IX. **Organization Development**
 - A. Definition
 - B. The leader as a change agent
 - C. Tips of managing change
 - D. OD interventions
 - E. Requirements for positive change
- X. **Integration**