

## BEST PRACTICE PROGRAMME FOR HR PROFESSIONALS

This programme is aimed at equipping learners with a common understanding of the critical components of the human resources value chain and their application within the business context.

### PROGRAMME OVERVIEW

The seven modules will focus on getting 'back to basics' with regards to value chain elements such as recruitment, selection, talent development, performance management, talent relations and HR consulting skills.

### MODULES

#### The Business Context: where the game is played

This module deals with understanding and interpreting the business context in terms of the strategic intent and the implications for the HR functions in the organisation.

#### Talent Attraction

This module focusses on the context and the environment within which companies attract talent which has changed significantly. This module deals with best practices regarding talent attraction, selection and placement.

#### Talent Development

This module explores best practices in talent development, both from a formal and informal perspective. Research has proven that companies that invest in talent development outperform their counterparts.

#### Performance Management

This module deals with best practices regarding performance management but also with the levers of driving and creating exceptional performance.

#### Reward and Recognition

This module provides an overview of best practices regarding compensation but will also focus on elements to reward and recognise performance.

#### Talent Relations

This module explores different strategies to create exceptional employee relations. The psychosocial contract will be explored as well as some of the components that drive talent retention.

#### Interpersonal and Consulting skills

This module explores the building blocks of having good relationships within the workplace as a Human Resources professional. An effective Human Resources professional behaves ethically and has good interpersonal and consulting skills. Focus will be on self-assessment and building of a development plan.

### ENTRY REQUIREMENTS

This programme is suitable for those individuals who have a minimum of two to three years' experience in the field of Human Resources management. A formal qualification in the field of Human Resources is not compulsory but would be beneficial. The assumption is that the majority of Human Resource practitioners would at least have a qualification (occupational or foundational) but not necessarily in the field of Human Resource management.

### DURATION

A minimum of six months with fourteen days contact time.

### WHO CAN BE CONTACTED?

Agnes Maloka

Tel: 011 559 1346

Email: [agnesma@uj.ac.za](mailto:agnesma@uj.ac.za)

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

We've compiled a list of questions most commonly asked by students interested in registering for the Best Practice for HR professionals' short learning programme, and published them with the answers here. We hope this will help you in answering some of the questions you might have.

### **How does the selection onto the Best Practice programme work?**

Refer to the entry requirements on the Best Practice for HR professionals' factsheet. Please remember it is important that you have a minimum of 2 to 3 years working experience in HR and an occupational or foundational qualification.

### **Is the programme linked to an NQF level or credits?**

Unfortunately not. The programme is registered as a short learning programme with the UJ and as such does not lead to qualifications or part-qualifications on the NQF. Therefore no NQF levels or credits are assigned and allocated. The programme content is pitched at diploma level.

### **What is the purpose of the programme?**

The Best Practice for HR professionals programme is aimed at taking you 'back to basics' with regards to various elements of the HR value chain and their application within the business context. These include recruitment, selection, talent development, performance management, rewards, talent relations and HR consulting skills.

### **Is attendance of the contact sessions compulsory?**

Yes, as attendance is awarded in line with continuous professional development (CPD) points with the South African Board for People Practices (SABPP).

### **Do I need to complete assessments?**

Yes, assessments form an integral part of the learning process and include both formative and summative assessment activities throughout. You will be required to complete self-assessments before and after each module as well as pass a final summative assessment at the end. The final assessment will take on the form of a project or presentation, assessing the outcomes across all 7 modules in an integrated manner.

### **What do I get at the end of the programme?**

If you have successfully completed the programme you will receive a certificate from the University of Johannesburg as well as 60 CPD points from the SABPP (this applies if you are a professionally registered).

