



RECRUITING & RETAINING TOP TALENT MICRO-CREDENTIAL

Explore the practices of employee employee
planning, recruitment and management

*This programme may be completed as
a stand-alone micro-credential,
or stacked with Employee
Motivation & Wellness



INTRODUCTION

An organisation's success depends on the skills of its people. With the right talent in place, a company can flourish.

COURSE DESCRIPTION

This course will teach you the core elements of talent management.

In this 7-week micro-credential, you will learn about human resource planning, the principles and practices of employee recruitment and selection, and the role of performance management in organisations. Understand how to motivate top talent through rewards and compensation.

The course also covers the importance, and implications, of employee relations management and how a manager can deal with employee grievances and conflict.

IS THIS COURSE FOR YOU?

This course is for you if you manage a team or want to pursue a management role. Learn how to find top talent and excel as a manager.



TIME COMMITMENT:
10 - 13 hours weekly



DURATION:
7 Weeks



TOTAL COST:
R3500,00 / US\$ 240,00

COURSE CONTENT

- Over the course of seven (7) weeks, through videos, readings and discussions, you will:
- **Week 1:** Explore HR Management planning, principles and processes to make sure your departments and organisation has the talent it needs to function well.
- **Week 2:** Learn about recruitment and selection to make sure you get the right people in the right positions.
- **Week 3:** Learn about performance management to make sure that staff know what is expected of them, how they can give their best and how to give them the feedback they need to thrive.
- **Week 4:** Performance and Compensation Planning. How to motivate staff using rewards and compensation while being mindful of how best – and when – to do so.
- **Week 5:** Discover the importance and implications of employee relations management.
- **Week 6:** Employee Grievances and Conflict. The need for policies and procedures that will help a manager deal with employee grievances and conflict and how to deal with a complaint.
- **Week 7:** Complete a final assessment.

Learners create a portfolio of work that demonstrate their newfound knowledge and skills.



COURSE OUTCOMES

By the end of this course you will have:

Demonstrated your understanding of human resource (HR) planning.

Demonstrated your understanding of effective recruitment and selection processes.

Analysed the role of performance management in organisations.

Discussed the considerations to be mindful of when it comes to rewarding performance and developing a compensation plan.

Discussed the importance and implications of employee relations management.

Evaluated the need for policies and procedures to help a manager deal with employee grievances and conflict.

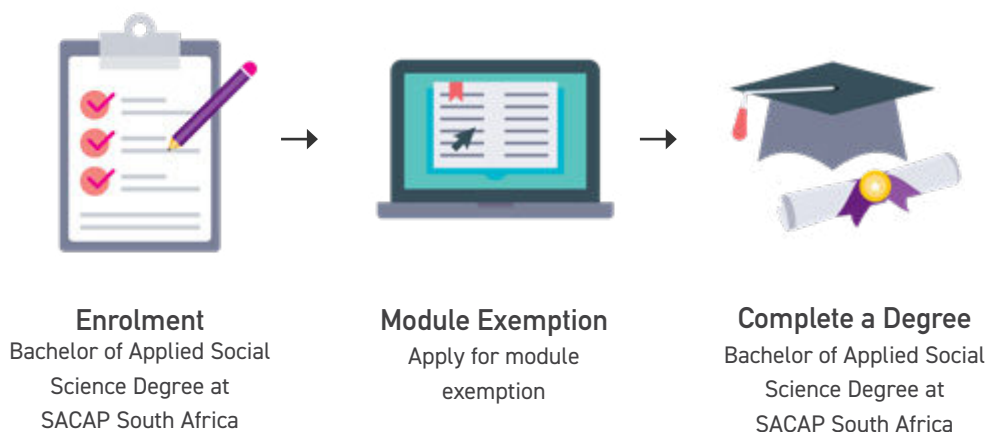


STACKABLE CREDENTIALS

Stack specified combinations of SACAP Global micro-credentials and they can be recognised as equivalent to a module within our degree programme at SACAP South Africa.



Recruiting and Retaining Top Talent can be stacked with **Employee Motivation & Wellness**, and recognised as equivalent to a module within the Bachelor of Applied Social Science Degree. If you meet the minimum entrance criteria, you can enrol for the degree and apply for module exemption.



CERTIFICATION

Upon completion, you will receive a digital **certificate of competence** and badge. Your certificate and badge can be shared to 100+ social media platforms, allowing you to share your achievement with a single click.



CREDENTIAL TYPE

This course has been designed and developed by experts in the field of psychology.

The OpenLearning team has reviewed the course to ensure quality academic learning within the Malaysian and Australian credentialing framework.

An **OpenLearning OpenCred** is a type of credential that can stand-alone, or interact with a formal qualification. OpenCred courses are market-leading online courses that prepare learners for the future of work.

The Recruiting and Retaining Top Talent micro-credential has been designed for anyone needing to upskill in this area and offers 80 hours of learning and assessment. Learners study online with expert facilitators and receive robust academic content, while acquiring practical industry-relevant skills.



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