

Human
Resource
Management
Course Brochure

Human Resource Management

Course Overview

This course will walk you through the hiring process, conducting appraisal, developing appropriate compensation and reward system, and equip you with skills to motivate and build a committed team. The course is a perfect launch into an HR career.

Delivery Option

Weekend | Weekday

Duration

Weekend	Weekday
2 weekends	4 days

Course Location

Lagos | Abuja





Outline

- ✓ Planning employee orientation
- ✓ The interview process
- ✓ Using Behavior Description Interviewing
- ✓ The importance of job descriptions
- ✓ Advertising for resumes
- ✓ Absenteeism
- ✓ Diversity
- ✓ Compensation and benefits
- ✓ Discipline & Termination

Course
Content



Course Benefits

For Whom

- | | | |
|--------------|------------------------|------------------|
| ✓ Job Seeker | ✓ Working Professional | ✓ Business Owner |
|--------------|------------------------|------------------|

Job Seeker

- It gives you a competitive advantage over others
- It increases your earning potentials
- It makes you eligible for employment in any sector
- You can kick start a career in Human Resources

Working Professional

- It gives you a platform to easily switch jobs or industries
- It equips HR professionals with functional skills
- HR professionals are highly respected
- It increases your earning potential

Business Owner

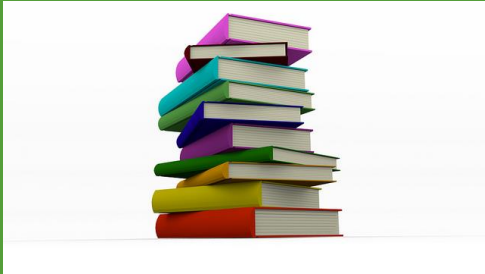
- It gives you skills to identify talents
- How to manage salaries, compensation and perks
- How to appraise team performance
- How to motivate and get your team committed



Course Fit For

Industry/Sector Discipline

✓ Oil and Gas	✓ Engineering
✓ Telecoms/IT	✓ Science
✓ Aviation	✓ Social Science
✓ Construction	✓ Business
✓ Development	Management
Sector	✓ Information
✓ Public Sector	Technology
✓ Financial Services	✓ Finance
✓ Agriculture	



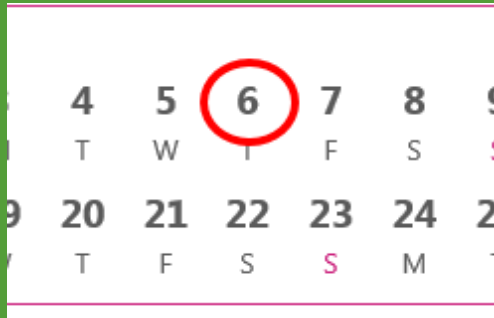
Course Pack

What you get

- Student Manual
- Student Workbook
- HR Templates
- Certificate of Completion
- Stationaries

Perks

- Refreshment (Tea & Lunch)
- Placement support (*Optional*)



Course Calendar

Locations Dates for Upcoming Classes

	Weekday	Weekend
Lagos	14 th May - 17 th May	1 st Jun - 9 th Jun
Abuja	Contact Us	1 st Jun - 22 nd Jun
PH	Contact Us	1 st Jun - 22 nd Jun

Options Days & Time for Classes

	Training Days	Training Time
Weekday	Tuesday - Friday	9 am - 5 pm
Weekend	Saturday Sunday	9 am - 5 pm 1 pm - 6 pm

For training dates for subsequent months kindly contact our course coordinator.



Course Fees

Locations	Fees	
	Registration	Tuition
Lagos	₦5,000	₦64,000
Abuja	₦5,000	₦64,000



Payment Policy

Registration Policy

1. Reg. closes 2 weeks before lectures
2. Late reg. will attract N3000 additional admin fee
3. Reg. fee should be paid to P&F Accounts
4. Reg. fee is non-refundable
5. After reg. payment complete reg. form on our website

Tuition Policy

1. Tuition can be paid one off or in instalment
2. Installment payment will be paid in 2 equal instalment
3. To commence lectures full/half tuition must have been paid
4. Tuition is non-refundable, but can be transferred to other courses
5. Tuition for classes attended is non-refundable

Account Name: Piston & Fusion Ltd
Account Number: 2015242578
Bank: First Bank of Nigeria



Steps To Enroll

Steps

1. Pay the registration fee 2 weeks before training kick off
2. Send your payment details to fees@pistonandfusion.org
3. Visit www.pistonandfusion.org click on register now tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before lecture kick off

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Course Approach

How We Deliver The Course

1. An experienced facilitator will lead the sessions
2. Case studies will be used to apply taught concepts
3. Participant will work in groups to solve real life employee problems
4. Participants will complete various tasks
5. Interactive and practical teaching method



Contact Us

Location	Addresses
Lagos	122A Obadina street, Omole Phase 1, Ikeja Lagos
Abuja	Savvy Instant Offices, No 22 Kumasi Crescent Wuse 2, Abuja.
Port Harcourt	Randolph Hotel, 101, Old Aba Road, Rumuogba, Port- Harcourt
<p>Mobile: +234 (0) 8185744692, +234 (0) 8086615585</p>	
<p>Email Address: info@pistonandfusion.org Website Address: www.pistonandfusion.org</p>	