

# Inducting and Retaining for Success

## course outline

The Inducting and Retaining for Success course not only covers the HR function but also teaches you skills for successful induction and retention of employees.

### IS THIS COURSE FOR YOU?

This course has been specifically designed for those wishing to work in an HR capacity and provides an overview of the induction process and a guide to successful retention of staff.

### ABOUT THE COURSE

People make the difference in the success of an organization, so it is important they feel motivated, valued, and supported in their roles. Inducting and Retaining for Success incorporates three modules to teach you how to make these goals a reality when employees begin working for an organisation.

### AIMS AND OBJECTIVES

The aim of this course is for you to learn about successful induction and retention of staff.

### PRE-REQUISITES

This course is designed to follow on from Recruiting for Success to further enhance your HR skills.

### COURSE CONTENT

#### Module 1: Structure of the HR Function

Acquiring, developing, motivating, and retaining people are at the core of the HR function. HR policies and practices must be structured in a way that enables people to fully apply their skills to the achievement of organisational goals.

Every element of the HR function — strategy, organisational design, policies, and programs — needs to align with the corporate business strategy. This module discusses the key elements of the HR function and how they connect with organisational strategy.

#### Module 2: Ensuring Onboarding Success

This module covers the key elements of an effective onboarding program and explains how onboarding is different from traditional orientation.

#### Module 3: Talent Acquisition and Retention

Building and maintaining a skilled workforce is HR's main responsibility. HR professionals are directly involved in planning, recruiting, hiring, onboarding, and retaining the organisation's employees. You will learn how job analysis can be used to determine organisational hiring needs.

### CAREER PATH

This course will build on the Recruiting for Success course and provide you with greater skills for working in an HR environment.

### COURSE DURATION

5 hours. This will vary from individual to individual based on prior knowledge and ability.



### CPD POINTS: 5

CPD points awarded upon successful completion.



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