



THE UNIVERSITY OF
SYDNEY

HR Essentials Course

*Centre for
Continuing Education*



HR Essentials Course



In this HR Essentials course, you will learn the concepts, skills and knowledge to manage the key aspects of the employee lifecycle, helping you get the best from your employees, and to better achieve your organisational goals.

We will examine workforce planning processes, key legislative requirements, the recruitment of appropriate skillsets and training, and development strategies used to optimise employee performance. We will also examine performance management and change management.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Designed for anyone who is interested the role of human resources in the modern organisation, as well as those individuals who will need to implement and manage various aspects of the human resources processes. This could include:

- HR Administrators
- Supervisors, team leaders and managers
- Project managers.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

The aim of this course is to provide you with an overview of the role of HR in supporting organisations to achieve their outcomes and enable you to get the best from your employees.



Outcomes

By the end of this course, you should be able to:

- participate in workforce planning processes
- understand legislative compliance and policy requirements
- apply strategies to recruit and select appropriate employees
- develop and implement training and development strategies implement performance management processes
- understand the role of HR in supporting change.



Content

Workforce planning

- Forecasting
- Supply and demand gaps
- Strategic human resource initiatives

Legal requirements

- Diversity
- Employment legislation
- Work Health and Safety
- Policies and procedures

Recruitment and selection

- Recruitment strategies
- Selection processes

Developing employees

- Onboarding
- Training
- Development options and career management

Performance management

- Performance standards and processes
- Role of HR in supporting performance management

Change management

- Supporting workplace change
- Key change principles



“One of the better online courses I have participated in. Our facilitator was extremely knowledgeable. He also made great use of the breakout rooms for work activities with the other participants, which I thought was very engaging. Would highly recommend.”

Rebecca Austen



“The training course was well-structured and engaging. The content was clear, relevant, and easy to follow, with a great balance of theory and practical examples. I especially appreciated the interactive elements, which helped reinforce key concepts and kept the session dynamic. The facilitator was knowledgeable and approachable, making it easy to ask questions and stay involved. Overall, it was a valuable learning experience that I feel will benefit my work moving forward.”

Paulina Rojas



Delivery style

The Australian National Training Authority (ANTA) states that one of the most valuable resources in adult education is the learner themselves. This course has been designed to actively involve the learner throughout the day. It includes:

- interactive presentations
- group work and discussion
- structured HR activities
- HR based case studies.

Materials

Course materials, including a presentation and a booklet, are provided electronically.

Prerequisites

None



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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