



人力資源管理工作坊



122-610306-01

**Effective HR Management and Practices**

This course aims at providing participants with fundamental knowledge and general practices of human resources management. Topics include: (1) the labour market of HK, job analysis and its application; (2) the process of recruitment and manpower planning; (3) employee selection and strategies and effective employment interviews; (4) staff training and career development; (5) effective compensation management; (6) conflict management, its process and techniques. (Those who fulfilled the attendance and assessment requirements can apply to the School for a 'Letter of Certification'.)

Language:	Cantonese (supplemented with English)
Total Hours:	30 hours (12 sessions)
Commencement Date & Time:	August 4, 2012 Saturday (2:30p.m.-5:00p.m.)
Tuition Fee:	HK\$ 2,760
Place:	Taikooshing Learning Centre ( Delia School of Canada - Tai Fung Road, Taikoo Shing, Hong Kong )
Telephone:	2209-0264
E-Mail:	scs-bus@cuhk.edu.hk
Application:	Please refer to CUSCS website: <a href="http://www.scs.cuhk.edu.hk">www.scs.cuhk.edu.hk</a>



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