



# **HR FOR NON- HR MANAGERS**

## Managing People With Confidence And Clarity

**GROW YOUR TALENT,  
GROW YOUR ORGANISATION.**



## About this course

This two-day practical programme is designed to equip non-HR managers with essential HR knowledge and people management skills required to lead teams effectively. Managers will gain a clear understanding of their HR-related responsibilities, learn how to manage performance, handle workplace issues professionally, and support employee development while staying aligned with organisational policies and best practices. The programme focuses on real workplace scenarios, providing managers with structured tools, practical frameworks, and confidence to manage people matters competently without needing to be HR specialists.

## Who Should Attend?

1. Line Managers and Functional Managers
2. Department Heads and Assistant Managers
3. Team Leaders and Supervisors
4. Technical or Operational Managers with people management responsibilities
5. Newly promoted managers transitioning from individual contributor roles

## Learning Outcomes

By the end of this programme, participants will be able to:

1. Understand the manager's role in supporting HR practices and policies
2. Conduct basic performance evaluations and development conversations confidently
3. Manage workplace conflicts and people issues professionally and fairly
4. Support onboarding, probation, and employee engagement effectively
5. Balance team performance expectations with people development needs



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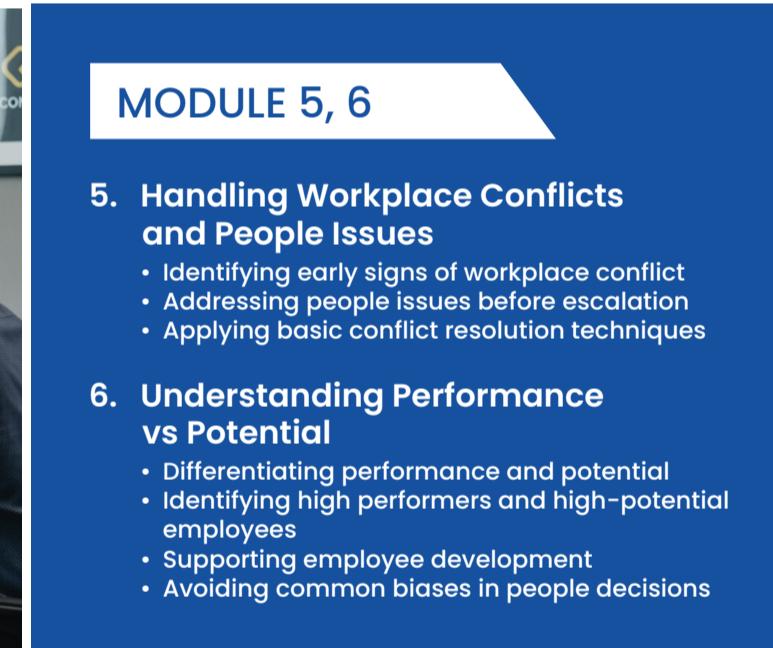
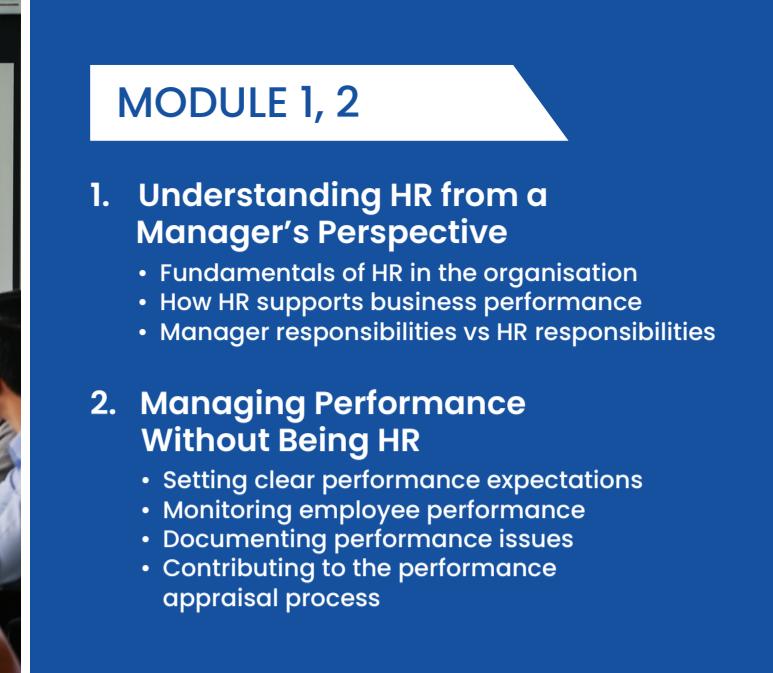
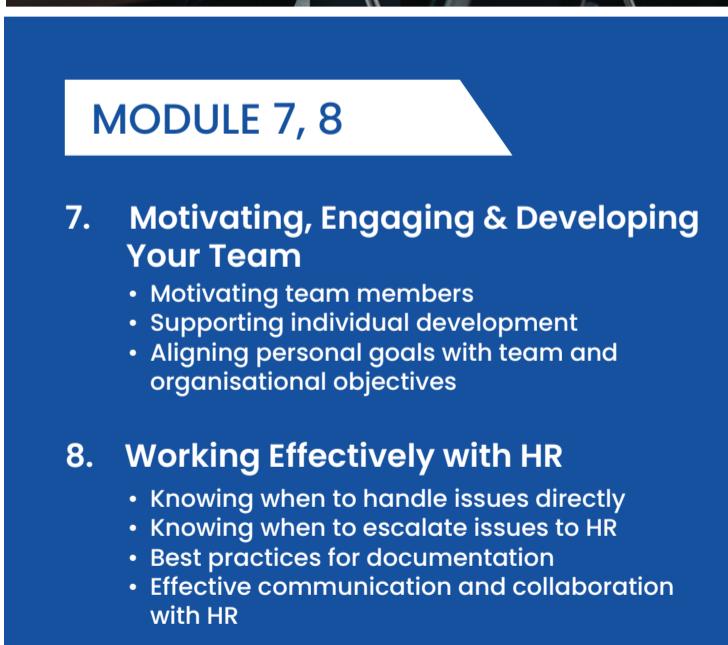
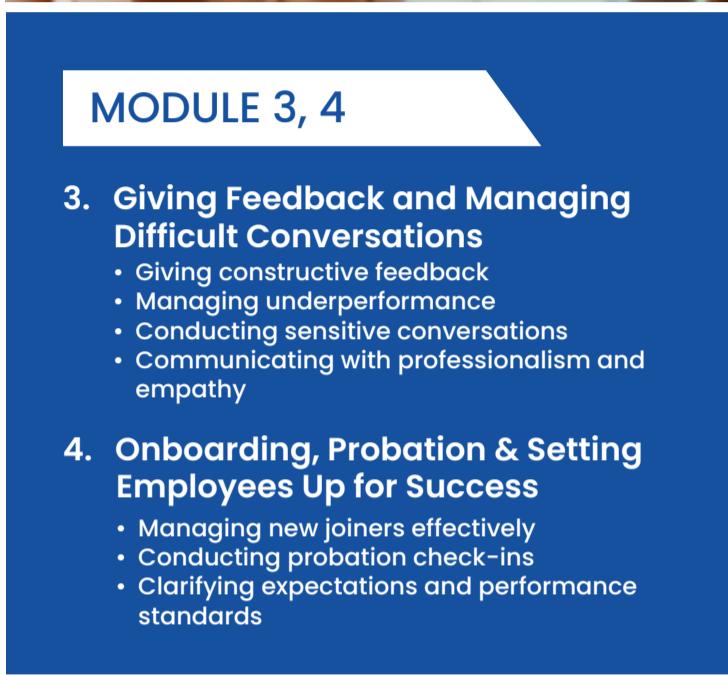
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# HR FUNDAMENTALS EVERY MANAGER MUST KNOW



## APPLIED PEOPLE MANAGEMENT SKILLS FOR MANAGERS



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SCAN QR CODE FOR DETAIL INFO



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