

Operational Management

Sample Course: Human Resource Management in TVET Institutions

Approaches to human resource management link closely to transformational leadership skills and the attitude of a growth mindset and life-long learning. They also rely on a systematic way of organising, evaluating and developing academic and non-academic staff in an institution. This course focuses on management tools and instruments which assist managers in institutionalising a holistic approach to human resource management.

Content, elements, format and duration can be customised to the respective needs.

Learning outcomes

On completion of the training, participants are able to

- create an organisational chart illustrating all functions within their TVET institution.
- develop job profiles and job descriptions for each function in the organisational chart of their institution
- apply staff assessment tools and conduct staff appraisal talks
- identify HR policies relevant for their context

Contents

- Basic HRM and HRD concepts
- Organisational structure and organisational charts
- Job profiles and job descriptions
- Staff planning and recruitment
- Performance appraisal and assessment
- Continuous professional development
- Staff motivation and retention
- Institutional HRM policies

Formats

Face-to-face or hybrid.

The implementation of the training considers interactive methods and encourages participants to transfer the gained knowledge to their working context.

Language

- English
- Upon request: other languages with interpreters

Target groups

- TVET management staff

Duration

- 5 days

Additional option

- Online coaching

Certificate

The participants will receive a certificate of participation after successful completion of the course.

Your contact

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