

## **Management Development Program**

**On**

# **“HR for Non-HR Executives: Understanding the People Issues”**

**August 06-07, 2020**



**Program Director: Prof. Swati Dhir**



**INTERNATIONAL MANAGEMENT INSTITUTE  
NEW DELHI**

*— Shaping global leaders for tomorrow —*

## **INTRODUCTION**

Whether you want to become a HR manger or not, your career requires people management at each stage, hence you need to master these HR skills to optimize your productivity. Human resource management is an integral part of any organization. This program has been designed to bring awareness about HR activities for line managers and other non-HR personnel. It's very important to utilize our human capital and get sustainable competitive advantages. Hence people management becomes very important for all functions of any organization. Every manager in any functional area deals with humans at every level and therefore understanding the HR related issues and functional know how becomes very important for every functional area.

## **PROGRAM OBJECTIVES**

### **This program will help managers to understand**

1. Role of HR functions and its linkage to the other functions of organization to create complementary work environment
2. Understanding and evaluating the impact of HR function in overall business and organization's success
3. Understanding the group dynamics and utilizing the functional teams to effectively utilizing their human capital
4. Promoting the best practices of talent management to get sustainable competitive advantages

## **PROGRAM CONTENTS**

### **Module 1: Building relationship and Gaining trust of your people**

- Relationship between HR and Non-HR functions
- Connecting all the functions to strategic outcomes
- Understanding the implications of HR issues over other functions

### **Module 2: Talent Acquisition and Deployment**

- Writing appropriate job description (job requirements and responsibilities) for the respective functional jobs
- Understanding HR Planning, recruitment and selection practices
- Understanding the criterions and questioning techniques for selecting people

### **Module 3: Managing Performance and Rewards**

- Performance management tools and its applications
- Handling sensitive performance related issues and required counselling
- Balancing both the aspects of performance appraisal as evaluation and development

### **Module 4: Managing the Career and Development**

- Training needs assessment
- Leadership development
- Coaching and mentoring
- Career development

### **Module 5: Employee Motivation and Retention**

- Reducing absenteeism and increasing engagement
- Understanding the avoidable and unavoidable reason to employee exit
- Employee retention strategies

### **Module 6: Legal aspects in HRM**

- Understanding the employee contracts
- Understanding the legal implications of various HR issues
- Various Codes of conduct

## **PEDAGOGY**

The pedagogy will be interactive and participative in nature. This will include class room learning through lectures, hands on experience and class exercises, recent case studies from leading organizations, group work to determine the best HR response to people issues, and reflection of organization specifics to contextualize the learning for organizational benefit.

## **WHO MAY ATTEND**

This course is meant for Line managers, Non HR professionals, senior/middle Level managers of public and private sector organizations, academicians and Officers of the departments/ministries of the government looking to learn effective talent management practices.

## **FACULTY AND RESOURCE PERSONS**

IMI faculty members and eminent resource persons will share expertise and experience in various sessions.

## **PROGRAM DIRECTOR**

**Dr. Swati Dhir** is a Fellow from IIM Lucknow, specializing in Human Resource Management (2009-2014) and Bachelor of Technology (B.Tech.) in Textile Technology from Uttar Pradesh Textile Technology Institute, Kanpur (2004-2008). She is currently working as Assistant Professor in OB/HRM area with International Management Institute New Delhi since 2016. She has worked as Assistant Professor at IIM Ranchi for 1.5 years. She has gained industrial experience at Abhishek Industries (Trident Group), R&D department, Barnala, Punjab. She has published many research papers in national and international journals and presented in conferences. She is passionate about teaching and research in the field of management. Her teaching interest includes the courses like HRM, IHRM, Recruitment and Selection, Psychometric Testing, Talent Management and HR Analytics.

She is certified DiSC trainer created by John Wiley & Sons Inc., DiSC is the world's leading assessment tool used by over 45 million people to improve productivity, teamwork and communication. She has also been actively involved in designing and execution of different training programs. She has trained executives from various organizations as Vivo India, IOCL, Delhi Metro, UNO Minda, Airport Authority of India, Roop Automotives Limited, NBCC Limited, NSIC Limited, GAIL, The Military Engineer Services (MES) under Ministry of Defence. She has also trained International executives under ITEC programs which includes countries like Cambodia, Islamic Republic of Afghanistan, Laos, Bangladesh, Niger, Namibian and so on.

## **ADMINISTRATIVE DETAILS**

### **Dates:**

**August 06-07, 2020**

### **Venue:**

International Management Institute  
B-10, Qutub Institutional Area  
New Delhi 110016

## **FEE**

**Non-residential:** Rs. 18,000/- per participant (plus @18% GST) covering professional fee, program kit and tea/lunch.

**Residential:** Rs. 25,000/- per participant (plus @ 18% GST) covering professional fee, program kit and boarding and lodging (air-conditioned single room) at IMI Campus, New Delhi from noon of **August 05, 2020** till noon of **August 08, 2020**.

## **Group Discounts**

- 10% discount on fee amount is available in case an organization nominates 2 or more participants to the program.
- 20% discount on fee amount is available in case an organization nominates 4 or more participants to the program.

Fee is payable in advance by way of local cheque/DD in favor of "**International Management Institute**" payable at New Delhi or through direct electronic fund transfer to IMI Bank Account, as per following details:

Allahabad Bank Account Number: 50123177738  
MICR Code: 110010007, IFSC Code: ALLA0211083  
Pan No. AAAT10972K; GST No. AAAT10972KIZJ

Please mention the program name while making payment through electronic fund transfer.

## **REGISTRATION**

The registration form duly filled in along with the program fee should reach us at least 7 days before the commencement date of the program. **In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed.** However, substitute(s) may be permitted with prior intimation.

## **CERTIFICATE OF PARTICIPATION**

A certificate of successful participation by International Management Institute (IMI) will be issued to each delegate at the culmination of the program.

## **ABOUT IMI**

International Management Institute (IMI) is India's first corporate sponsored Business School founded in 1981 with the original campus in New Delhi. The corporate sponsors included RPG Enterprises (lead sponsor), ITC, Nestle, Tata Chemicals, British Oxygen, SAIL, and Williamson Magor. It was set up in collaboration with the then IMI Geneva, now IMD Lausanne. Subsequently two other campuses were set up in Kolkata (2010) and Bhubaneswar (2011). In the last several years, IMI New Delhi has been consistently ranked in the top 10-15 Business Schools in the country and among the top 5 private Business Schools. It is accredited by the UK based Association of MBAs (AMBA), one of the top three international accreditation bodies for Business Schools globally.

IMI New Delhi has global linkages with leading schools in Europe, North America, and Asia. The Institute currently offers the PGDM, PGDM-HRM, PGDM-Banking & Financial Services, Executive PGDM and FPM (doctoral program). In addition, it has built a vibrant Executive Education vertical offering training to management professionals from the corporate world. The Institute has been empaneled by the Government of

India to train participants from developing countries under the International Technical & Economic Corporation (ITEC) program of the Ministry of External Affairs.

IMI New Delhi puts a strong focus on high quality research by its faculty leading to publications in international peer reviewed academic journals. Its faculty have PhDs from top international and national universities/institutes, with many of them also having significant corporate experience.

***For registration/any other information, please contact:***

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