

Operational Management

Course 2: Human Resource Management in TVET Institutions

TOPICAL AREA: Management of TVET Institutions

Managing people and staff in a TVET institutions has in recent years become more relevant than ever and is also one of the main responsibilities of present and future managers. Approaches to human resource management link closely to transformational leadership skills and the attitude of a growth mindset and life-long learning, but rely also on a systematic way of organizing, coordinating, evaluating and developing academic and non-academic staff in an institution. Therefore, this course focuses on management tools and instruments which assist managers in institutionalizing a holistic approach to human resource management.

- **Content, elements, format and duration can be customized to the respective needs.**

LEARNING OUTCOMES

On completion of the training, participants

- are able to establish an organizational chart illustrating all functions within their TVET institution.
- are able to develop job profiles and job descriptions for each function in the organizational chart of their institution
- are aware of the processes of staff planning and recruitment
- are able to apply staff assessment tools and conduct staff appraisal talks
- are able to design a training needs analysis and staff development plan
- are able to identify HR policies relevant for their context

CONTENTS

- Basic HRM and HRD concepts
- Organizational structure and organizational 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

Virtual format implemented with the following methods:

- Action orientation
- Cooperative work
- Webinar
- E-coaching
- Synchronous / asynchronous
- Individual work / self-learning

LANGUAGE

- English
- German
- Upon request: other languages with interpreters

TARGET GROUPS

- TVET management staff

PARTICIPATION REQUIREMENTS

- Basic ICT skills

DURATION

- 60 h in 2-4 weeks

EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Webcam

CERTIFICATE

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

YOUR CONTACT

TVET Academy

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