

## Talent Management Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

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### Coaching

#### **About This Module**

In our organisation, we aim to promote a culture of coaching. Through coaching, we believe that employees can acquire the skills, knowledge and capability to enhance their job performance and improve themselves.

We have developed this module to provide you with knowledge of the tools and skills that are generally required to build a successful coaching relationship.

The module is divided into three units:

1. Introduction to Coaching
2. Coaching Skills
3. The Coaching Process

### Conducting Performance Appraisals (Video)

#### **About This Module**

This module will introduce you to fundamental principles and methods that should be followed when reviewing worker performance in the workplace. Successful performance appraisals can provide valuable benefits and insights for both parties through discussion and feedback, which helps create and maintain a constructive and productive work environment.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

### Interviewing Skills and Techniques

#### **About This Module**

Interviewing is an important part of the recruitment process and is vital to ensuring that we select the right person for the right position. However, for interviews to be successful, they must be conducted in a planned and meaningful manner.

To ensure that you understand how to prepare for and conduct interviews, we have developed this module.

This module is divided into three units:

1. Introduction to Interviews
2. Preparing for an Interview
3. Conducting an Interview

You should allow approximately 20 minutes to complete this module.

### Managing Probation

#### **About This Module**

All new employees at our organisation will undergo a probation period when they first start.

As a Manager, it is vital for you to understand your key responsibilities during this period and also know how to deal with any performance, conduct or attendance issues. We have created this module to help you understand your responsibilities.

You should allow approximately 15 minutes to complete this module.

### Mentoring Others

#### **About This Module**

Mentoring can be a powerful personal development tool to motivate, inspire and challenge an employee. As a result, our organisation has a mentoring program which you form a key part of.

This module has therefore been designed to help develop your skills as a mentor. In particular, it will look at how to mentor different types of employees and will also explore the benefits and problems that can arise when mentoring others.

You should allow approximately 20 minutes to complete this module.

### Onboarding

#### **About This Module**

Our organisation wants to help all new starters settle into their role and the workplace culture as quickly as possible. We also want to encourage our employees to remain with us long term by providing a positive onboarding experience.

To help us achieve these aims, we have an onboarding program which, as a manager, you will need to implement with all new staff. To help you understand our onboarding program and the benefits of onboarding, we have designed this module.

You should allow approximately 30 minutes to complete this module.

## **Performance Management for Employees**

### **About This Module**

Our organisation uses performance management activities to:

- Support your skills;
- Help you to enhance your performance;
- Align your performance and role objectives with our strategic goals.

We have developed this module to help you understand the performance management activities we undertake.

You should allow approximately 30 minutes to complete this module.

## **Performance Management for Managers**

### **About This Module**

Managing the performance of staff is a critical factor in our ability to achieve our goals and objectives as an organisation. The purpose of this module is to familiarise you, as a manager, with the various components of performance management.

This module is divided into three units:

1. Introduction to Performance Management
2. Performance Management Activities
3. Applying Discipline

You should allow approximately 30 minutes to complete this module.

## **Recruitment and Selection**

### **About This Module**

This module is divided into six units which cover the different aspects of the recruitment and selection process:

1. Selection Principles
2. Roles and Responsibilities
3. Advertising and Shortlisting
4. Interviews
5. Selecting Applicants
6. Making the Offer

You should allow approximately 30 minutes to complete this module.

## **Writing Position Descriptions and Job Advertisements**

### **About This Module**

Creating accurate position descriptions and appealing job advertisements ensures that every role is clearly defined and that the right people are recruited for each position.

It is therefore important for you to be able to write these documents well, and this module will help you to do so.

This module is divided into two units:

1. Position Descriptions
2. Job Advertisements

You should allow approximately 20 minutes to complete this module.