

WOTMERS TECHNOLOGIES LTD

# Human Resource Management

Lead People, Build Culture, Drive Organisational Excellence

Duration	Level	Course Fee	Delivery
8 Weeks (Full-Time) / 16 Weeks (Part-Time)	Beginner to Intermediate	Contact Us for Fee	In-Person   Abuja & Kaduna

## Course Overview

This Human Resource Management programme prepares students for careers in people management, talent acquisition, employee engagement, and organisational development. The course blends HR theory with practical applications relevant to the Nigerian and African business environment. From recruitment and onboarding to performance management, compensation, and labour law compliance, students graduate with the skills to add measurable value to any organisation's HR function. Special emphasis is placed on using digital HR tools and platforms.

## Course Curriculum

Week	Topic	What You Will Learn
Wk 1	<b>Introduction to HRM</b>	Evolution of HR, HR roles and functions, strategic HRM, HR as a business partner, HR metrics
Wk 2	<b>Recruitment &amp; Selection</b>	Job analysis, job descriptions, sourcing strategies, interviewing techniques, selection decisions, onboarding
Wk 3	<b>Learning &amp; Development</b>	Training needs analysis, L&D programme design, delivery methods, evaluation (Kirkpatrick model)
Wk 4	<b>Performance Management</b>	Goal-setting (OKR/SMART), appraisal methods, 360-degree feedback, PIP, performance improvement culture
Wk 5	<b>Compensation &amp; Benefits</b>	Pay structures, grading systems, Nigerian payroll (PAYE, pension, NHF), employee benefits strategy
Wk 6	<b>Employee Relations &amp; Labour Law</b>	Nigerian Labour Act, employment contracts, disciplinary procedures, grievance handling, termination
Wk 7	<b>HR Technology &amp; People Analytics</b>	HRIS platforms, digital recruitment tools, HR dashboards, workforce planning, people data ethics
Wk 8	<b>Organisational Development &amp; Capstone</b>	Change management, culture building, HR strategy presentation, CV and interview preparation

## Learning Outcomes

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By the end of this course, students will be able to:

- ✓ Design and execute end-to-end recruitment processes
- ✓ Structure compensation and benefits packages
- ✓ Use HR technology tools to manage people data
- ✓ Manage employee relations and resolve workplace conflicts
- ✓ Develop and implement performance management systems
- ✓ Apply Nigerian Labour Act in HR practice
- ✓ Design and deliver employee training programmes
- ✓ Align HR strategy with overall business objectives

## Tools & Technologies Covered

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Microsoft Excel (HR analytics)	BambooHR (intro)	Zoho People	Google Workspace
LinkedIn Recruiter	Canva (L&D materials)	Slack	Notion

## Career Opportunities

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- HR Officer / Executive
- Talent Acquisition Specialist
- L&D Coordinator
- HR Business Partner
- Compensation Analyst
- People Operations Manager

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