



HUMAN RESOURCE BEHAVIOURAL COMPETENCIES

PURPOSE

The purpose of the course is to enable new entrants to the public service to act professionally and work in a professional manner. Attendance of this course will provide learners with the following generic competencies considered essential for all roles across organizational levels in the public service and local government, regardless of their function. Emotional and Social Intelligence, consisting of:

- Self-management;
- Social and cultural awareness; and
- Relationship management.

Professional Conduct consisting of:

- People skills; and
- Professional ethics.

TARGET GROUP

This course is aimed at interns, employees working as support staff, frontline staff, secretaries and administrators in national and provincial departments and local government.

MINIMUM REQUIREMENTS FOR ENROLMENT

This course is written with the assumption that learners enrolling for this course are in possession of a post-matric Certificate and/or relevant work experience in Human Resources.

LEARNING OUTCOMES

By the end of this course participants should be able to:

- Explain the competencies (including values and principles) required of the Human Resource Practitioners and Managers in the Public Service;
- Make a personal commitment to have a positive impact as Human Resource Practitioner/ Manager in the Public Service;
- Deal with others in a way that supports the principles of Batho Pele and Cadreship; and
- Display professional conduct as required from a Human Resource Practitioner and Manager in the Public Service.

ACCREDITATION

This course is non-credit bearing. A Certificate of Attendance will be awarded to learners for full participation in the course.

ASSESSMENT APPROACH

The course follows an integrated assessment approach, comprising:

- Pre-course Assignment
- Formative Assessment Activities which includes workplace based activities to apply knowledge and skills gained during the course.
- No Post Course Assignments / Assessments are required.

DURATION

- This course is presented over 3 working days.