

HRSINGAPORE

Question - Drafting a Skills Matrix For Every Department

Hi all,

Do your company have skill matrix for employee training or promotion purpose? Who needs to draft up, HR or dept head?

Could you kindly share one example of your skills matrix for one dept?

Thanks & best regards,

Ping

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HR Communication Workshop

- 26 May 2016

HR personnel are involved in several activities that require effective communication: recruitment, new employee orientation, explaining pay, benefits, and other company policies, and assisting line managers with employee performance management, and the handling of resignations, dismissals, or layoffs.

Internal communications is the function responsible for effective communication which is one of the key enablers of employee engagement. Nowadays, HR folks feel like they should limit their communication to what is legal, or legally communicable which at times reflect HR to be yet another bureaucracy.

People at work communicate regardless of the intentions of their managers or leaders, and communications is intrinsic to the work of any employee - it is the very essence of work in many situations - conversations that HR should be involved in facilitating "upwards", "downwards" and "across" the organisation cultivating positive employee relations, encourage employee goal-setting, limit turnover, increase competencies and develop skill levels.

For details, please click on: <http://hrsingapore.org/hrcommunication/>


Course Outline


- Good communication tools and techniques in general.
 - Internal communications strategy.
 - Communications channels.
 - Message design and production.
 - Change communications.
 - Crisis communications.
 - Keeping your communications afloat.
 - Effectiveness of communications.
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