



IREM Institute of Real Estate Management

COURSE LEARNING OBJECTIVES

Human Resource Essentials for Real Estate Managers (HRS402)

Lesson 1: Legal Issues and Human Resource Management

- Define human resource management
- Interpret employee rights legislation
- Recognize the benefits of diversity in the workplace
- Understand workplace safety and security laws

Lesson 2: Human Resource Planning and Analysis

- Assess and forecast staffing needs
- Analyze job responsibilities and required skills
- Develop comprehensive job descriptions

Lesson 3: Recruiting and Selection

- Identify and attract qualified job candidates
- Manage the employee selection process
- Develop employment offers and contracts
- Compare alternative staffing options

Lesson 4: Training and Development

- Differentiate between training and development
- Understand the principles of adult learning and learning styles
- Examine methods of training delivery
- Design effective training programs
- Recognize career development techniques

Lesson 5: Employee Management

- Apply effective communication skills
- Compare five styles of conflict resolution
- Recognize team dynamics and decision-making techniques

Lesson 6: Performance Evaluation and Compensation

- Manage the performance evaluation process
- Develop compensation and benefits plans
- Illustrate nonfinancial ways to motivate employees

Lesson 7: Policies and Record Keeping

- Communicate company policies effectively
- Address performance issues and misconduct
- Understand the appropriate personnel records to retain

Lesson 8: Employee Relations and Turnover

- Examine ways to foster positive employee relations
- Gauge employee attitudes toward workplace matters
- Manage employee separation effectively

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