



HUMAN RESOURCES TRAINING

HR Department of One: Strategies for Success

3 day course

Classroom, online or in-house

Course overview

Running the entire human resources function alone is a distinct job, not a smaller version of working in a large team. There is no specialist to refer to, no capacity for anything that is not urgent, and a constant pull toward administration at the expense of everything else. This course is built for that reality. Delegates learn to triage what genuinely must be done, to build the small number of systems that remove recurring work, to decide what to outsource and what to keep, and to handle the specialist areas, from reward to employment law, well enough to know when to call for help. The emphasis throughout is on doing a defensible job with limited time rather than an ideal one with none.

What you will learn

- Triage the function's work by legal exposure and business impact rather than by who shouts loudest
- Build the small set of systems and templates that remove the most recurring administration
- Decide what to handle, what to outsource and what to push back to line managers
- Meet the core compliance obligations without a specialist team
- Handle recruitment, onboarding, reward and exit as repeatable processes
- Recognise the point at which an issue needs external legal or specialist advice
- Make a credible case for the next hire or the next system

Who should attend

- Sole human resources practitioners and human resources managers in small organisations
- Office managers carrying the human resources function alongside other duties
- Founders and owner managers handling people matters themselves
- Human resources generalists moving from a large team to a standalone role

Course outline

- 01 The standalone role: what it is reasonable to carry and what it is not
- 02 Triage: legal exposure, business impact and the cost of doing nothing
- 03 The minimum viable human resources system: files, contracts, policies and records
- 04 Recruitment and onboarding as a repeatable process
- 05 Compliance essentials and the obligations that cannot be deferred
- 06 Reward, benefits and pay administration without a reward specialist
- 07 Knowing when to buy in advice, and how to brief it well
- 08 Building the case for more resource, in numbers

Upcoming dates

Dates	Venue	Format	Fee per delegate
18 to 20 September 2026	Gaborone, Botswana	Classroom	R11,995
18 to 20 October 2026	Cape Town, South Africa	Classroom	R11,995
22 to 24 October 2026	Nairobi, Kenya	Classroom	R11,995
30 October to 1 November 2026	Pretoria, South Africa	Classroom	R11,995

Fees and how to register

Online **from R6,500** per delegate, classroom **from R11,995** per delegate, in-house training is quotation on request. Book 2 or more delegates on this course and save 10%.



To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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