Unit A/A	ANALYSIS OF THE CONTENT OF SECTIONS	DURATION (HOURS)
1	Roles/Responsibilities of the Human Resources Department Development of management skills Hiring process Training and staff development Performance evaluation	1
2	Conflict Resolution and Crisis Management Conflict analysis and resolution Crisis management Dealing with dangerous situations (sexual harassment)	1
3	Creation Culture (vision, values, mission) Success Strategies (business planning, key performance indicators) Equal treatment and teamwork	1
	TOTAL	3