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المركز العالمي للتدريب والتطوير

International Centre For Training & Development

ADVANCED

Human Resources Management and Effective Leadership

ISO 9001 | JAS-ANZ | ACTVET Abu Dhabi Centre for Technical and Vocational Education and Training | IAO International Accreditation Organization | Project Management Institute Registered Education Provider | University Of Rockhampton Making the Difference | ilm Recognised Provider

Course Introduction:

Every business or organization begins and ends with people — and that's where you come in. Today's competitive marketplace requires human resource professionals to have an expanded role in the organization due to increasing importance of social and relationship capital. Your challenge today is to gain and use influence to become a better strategic partner, to determine where the organization is headed, and to get out in front and use the human resources function to help lead the way.

Course Objectives:

Upon completion of this program, you will be able to:

- Gain the self-awareness and confidence needed to execute HR leadership responsibilities.
- Identify and manage strengths and developmental needs through constructive feedback from peers and a confidential, one-to-one session with a certified executive Trainer.
- Explore your role as a cultural steward and understand your role in facilitating organizational change.
- Stimulate personal and career growth through self-directed development through a targeted developmental experience with other Human Resource professionals.
- Develop a plan of action to address a complex organizational HR challenge.

Who Should Attend?

Experienced human resource professionals and executives interested in improving their individual leadership performance

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Course Outline:

Participating and Contributing to the Management Team and Driving Business Results through HR Delivering Value through HR

- Optimizing Global Competitiveness
- Preparing a Leadership Agenda for the Human Resource Function Assuring Talent Management
- Creating a Leadership Brand

Human Resources Strategies

- HRM Introduction and HRM history.
- Strategic role of HRM in the organizations.
- Developing Effective Business Strategy
- Driving Business Strategy through HR

Origination Hierarchy

- Origination Hierarchy and its importance for the HRM.
- Origination Hierarchy establishment principals.

Job Analysis & Job Description

- Job Analysis – Job Designing – Job Description – Candidate's Qualifications – Cost & ROI for Job Analysis.

Recruitment

- Manpower planning and labor demand and supply analysis.
- Labor surplus or deficit Identification and how to dispose of it.
- Attract talent Skills from the various Job levels (Job Hunting)
- Selection, hiring, and job interviews.
- Orientation program for new hires.
- Probation period follow up for new Hires.

Training & Development (Talent Management)

- Training plan establishing and implementation.
- How to design the training budget.
- Establishing the Training models (External – Internal – OJT).
- Design and implement & evaluate the training program.
- How to measure the return on investment on training.

Compensation and Benefits:

Designing the Salary scale:

- Salary Scale designing steps – Jobs evaluation methods – Grading system designing.
- Employee Benefits:
- Benefits – Cost & ROI for benefits system.

Employee Relations System:

- Establishing & implementation the Grievance and Suggestion system.
- Best Employee Project.

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The Performance Management System

- Why PMS-
- 90 – 180 - 360 – factors.
- When, why, COST – ROI.

Career Path and Training Path:

- Career path planning and development.
- Attach the career path with the training path

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session