



MANAGEMENT AND Development of Employees

Course Introduction:

Organizations can expect the following benefits by using this world-class international program

Course Objectives:

- Vastly improved long term planning
- Mastery of organizational design to maximize the Human Resource
- Ability to do and produce Business process mapping and produce improvements form them.
- Have a stable and efficient succession and emergency plan
- Have a human resource planning function that can show its value in dollar terms to the business
- Mastery of the new HR strategic process to deliver on time and on budget.
- Understand the main components of job analysis and how to establish a framework
- Know how to use job analysis to understand job roles and accountabilities
- Know the numerous different output formats of job analysis (such as role summary, job accountability statement, job descriptions, and job profiles)
- Know the step-by-step guide to developing job descriptions and job profiles

Who Should Attend?

Employees in the functions of Employee Relations, Human Resources or Personnel and Administration

Course Outline:

Module 1

Participating and Contributing to the HR Management

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

Human Resources Management

- Towards a Modern Definition
- The Main Functions in HR Management
- Competency Based HR Management
- HR Deliverables: A Model for Multiple Roles

- HR as Business Partner
- HR Competencies: Moving from Traditional HR to Strategic HR

Module 2

Human Resources Strategies

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

Linking HR's Strategy with the Organization's

- Approaches for Linking HR with the Organization
- Writing HR Strategies
- HR Visions and Missions
- HR Key Result Areas and Indicators
- Core Competencies for HR Professionals

Module 3

Structure and strategy for HRP

- Introduction and seminar objectives
- The difference between the old and new roles of manpower planning
- How HRP departments need to be structures
- The three principal areas of operation in today's HRP function
- Area One - STRATEGY - What is strategy and how we are involved
- The 10 key inputs for HRP
- Predictive tools for organisational change
- Case study and group exercise

Module 4

Understanding organisational design

- The basis of organisational design – Symmetrical, Asymmetrical and People Centric
- Downsizing – case study and group work
- Right sizing any organization
- How much does the human resource cost – calculating your value – case study
- How to calculate how many people you need in any organisation – group work
- Which employees give the most value? – Case study
- What does lost production cost – group work
- Review of group work

Module 5

Producing Management information

- Of the 52 formula's used by manpower planners less than 10 really work
- What management information is critical – group work
- Three critical criteria for HRP – the productivity dashboard
- Understand Competencies and their essential role in forecasting
- Demonstration on how to measure and forecast competency data
- Performance – what is it –how to measure it and how to predict it – demonstration and group work
 - Reliability
- How to do some of the key calculations needed in today's HRP
- Software needed for calculations and predictive forecasting
- Trends and predictive forecasting
- Correlations – their use in planning

Key process to master in HRP

- There are 3 critical process that support and are critical to the new HRP function
 - Recruitment and selection – cost of poor recruitment – exercise
 - Exercise review – lessons learnt
 - Performance appraisal –The key role performance appraisal has on HRP – statistical information
 - Business process re-engineering – Why BPR is so essential
- How to create Business process maps – group work and case study
- How to get benefits from process mapping – group exercise
- Presenting the business benefits

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 Questionnaires
- 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

