



MODERN PRACTICES In Human Resource

Course Introduction:

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.

Course Objectives:

- 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?

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

Course Outline:

Module 1: 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.

Module 3: 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 4: Conducting Effective Performance Appraisals

- Planning Performance Appraisals
- Preparing for the Appraisal
- Avoiding the "But" Trap
- Objective not Subjective
- Conducting Effective Appraisal Meetings
- Common Appraisal Errors
- Roles of Employees and Managers

Module 5: Employee Relations (ER)

- Defining the ER Function
- Main Duties and Responsibilities of ER Officers

Techniques for engaging employees

- Informal participative decision-making programs
- Job enrichment, Continuous improvement, and Self-managed work teams.
- Informal and formal consultation processes
- The establishments of charters with employees

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

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

