

€ TRAINING

Conference: Human Resource Management
Technology Strategies, Workforce Planning
and Analysis, Training and Development





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Introduction

This conference seeks to shed light on the basis of administrative excellence, innovation, and creativity in development and management planning in modern organizations, presenting experiences and requirements in developed countries in the field of focus, creativity, and innovation, and discussing development projects submitted by the participants in this conference.

Conference Objectives

At the end of this conference the participants will be able to:

- Correctly carry out the administrative tasks of organizing, planning, directing, and controlling.
- Determine requirements and the ability to employ competencies.
- Develop a level of institutional readiness for change.
- Strengthen human resource capabilities needed for institutional design, such as employee assessment and job description.
- Evaluate the extent of human resources contributions to achieving the organization's goals.
- Implement quality improvement tools within the organization.
- Effectively use of human resources.

Targeted Audience

- Managers and heads of human resources departments.
- Responsible for manpower, personnel and development in organizations.
- Supervisors of institutional design departments.
- Training specialists and development and evaluation consultants.
- Anyone who finds himself in need of this conference and wants to develop his skills and experience.

Conference Outline

Unit 1: Features and challenges of the era of globalization and its impact on the management of organizations:

- Features of the era of globalization and its impact on organizations.
- Technological, economic, cultural, and social challenges.
- The future vision in light of the challenges of the era of globalization.
- Director keys to global.

Human resource management and its role in light of globalization:

- Objectives of human resource management.
- Human resource management tasks.
- Challenges facing human resource management.
- The role of human resource management in light of globalization.

Planning the needs of human resources in light of the challenges of the times:

- The importance of human resource planning.
- Factors affecting the human resource planning process.
- The basic model of human resource planning.
- Human resource planning steps.
- Human resource forecasting methods.
- Analyze the supply and demand side of human resources.

Work analysis and job description as an introduction to raising the level of performance:

- Job analysis and its importance in modern organizations.
- Analysis of work and managerial performance.
- Methods of job analysis in different organizations.
- Work analysis methods.
- Describe jobs and build optimal performance levels.

Unit 2: Planning and developing the career path for human resources:

- The importance of career path planning in organizations.
- The main variables affecting career path planning.
- Responsibility for career planning.
- Methods used to discover career paths.
- Track maps or staff ladder.
- Career path management.

Strategic management of human resources and administrative and organizational development:

- The importance of strategic human resource management.
- Administrative development and its elements in modern organizations.
- Management development goals.
- Methods and methods of administrative development.
- Organizational development and its goals.
- The main entrances to organizational development.

Building a leadership strategy by applying the Balanced Scorecard "B.S.C"

- Strategic challenges in Arab organizations.
- Management and performance measurement.
- Standards and indicators for measuring performance.
- Stages of establishing performance measurement systems.
- Balanced scorecard.
- Elements of a balanced scorecard.
- The main axes of the balanced scorecard system.
- Requirements for the successful application of the balanced scorecard.

Unit 3: The Role of Six Sigma in Improving and Developing the Outcomes of Business Organizations:

- What is meant by "Six sigma" and its importance in modern organizations?
- Six Sigma methodology and its relationship to total quality.
- The basic principles of the Six Sigma approach.
- The Smart Manager's Guide to Six Sigma Applications.

- Steps for applying the Six Sigma methodology.
- Themes of "Six Sigma" applications.

Electronic Personnel Management:

- Computer applications in personnel affairs.
- The use of the international and internal information network in the management of human resources.

The concept of restructuring:

- The concept of organizational structures.
- Job classification concept.
- Analyzing the existing organizational restructuring process in institutions and identifying their strengths and weaknesses.
- Organizational structures and the effectiveness of administrative communication.
- The importance of job description and classification for the job holder and for the job holder.

Unit 4: Practical models in characterization and classification:

- Card form "Job Description".
- The main contents of the job description card.
- Additional content to make your job description card stand out.
- A model for classifying jobs into major and qualitative groups.

Reasons for restructuring:

- The organizational structure of the administrative body.
- Justifications and problems of reorganization.
- Estimating manpower needs.
- Stages and steps for preparing organizational structures.

Engineering and Reengineering by Re-characterization and Classification of Jobs:

- Re-characterization and classification as one of the two wings of engineering.
- Create the necessary legal environment for characterization and classification.
- Creating a work environment to accept the effects of re-characterization and classification.
- Create the leadership necessary to lead the work teams responsible for re-characterization and classification.

Unit 5: Job design:

- The concept and method of job analysis.
- How to describe jobs.
- Prepare a job description card.
- Job classification.
- Job description and recruitment and selection process.
- Job description and training need identification.
- Job description and individual performance evaluation.
- Job enrichment.
- Designing forms and preparing job description cards for some participating jobs.

Workshop: Preparing model description cards for a number of jobs, as well as placing some jobs within the main group and their specific quality, using the following:

- Budget for jobs and job grades established in the budget.
- The previous organizational structure, and the current organizational structure of the entity.
- Previous description and classification, if any, and personal interviews with some officials and specialized employees.
- Carrying out a job analysis process and determining the job description, powers and responsibilities.
- Analyze job requirements and determine academic qualifications, experience, and skills.
- Analyze the behavioral requirements of the job and determine the behavioral job description and personal qualities required for the job.
- Determine the professional development plan for the incumbent.