

€ TRAINING

The 5-Day MBA in HR



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Introduction:

This intensive training course examines how to develop and master the key areas of Human Resource Management HRM. HR is changing beyond recognition from the days of the old Personnel Departments. HR is now recognized as a strategic source of competitive advantage and as a predictor of future business performance. This exciting program will bring you up to date on the latest techniques and approaches that are appropriate in the effective management of Human Resources.

Course Objectives:

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

- Understand Strategic HRM approaches SHRM
- Describe the role and functions of the Personnel/HR Department
- Demonstrate a thorough understanding of employee resourcing, recruitment & reward
- Describe best practice in working with employees with problems
- Understand performance management in a multi-cultural environment
- State the of HR Ethics
- Understand current best practice in HRM
- Gain a greater strategic overview of the HR function
- Develop their skills for the future and be able to help transform the current activity into and added value activity
- Transform recruitment and appraisal processes with startling results
- Improve confidence and self-assurance

Targeted Audience:

- Human Recouses Management
- Human Resource Officers
- Human Resource Administrators
- Line Managers
- Supervisors
- Human Resource Specialists
- Persons who want to gain great knowledge and skills to enhance their profile

Course Outlines:

Unit 1: An Overview of Human Resource Management:

- The changing world of business and its impact on the Human Resource Function
- Introducing Human Resource Management HRM
- The difference between HRM and Personnel Management
- Main activities, responsibilities, and tasks of HRM
- Introducing Strategic HRM SHRM
- Strategic Business Planning
- HR jobs and systems

- Typical department structure - HRM department case study
- Qualifications and professional study - CIPD, SHRM, Arabic Societies

Unit 2: Performance Management in a Multi-Cultural Organization:

- The principles of effective performance management
- The role of HR and the responsibilities of line management in PM
- Addressing the performance gap
- Invoking the disciplinary process
- Performance Management in multi-cultural organizations
- The purpose and use of Performance Appraisal
- Characteristics of an effective Performance Appraisal meeting
- The advantages and disadvantages of 360-degree feedback

Unit 3: Recruitment, Employee Resourcing & Reward:

- Flexibility and introducing the "flexible firm"
- Pay and reward, compensation and benefits
- Total reward
- The psychology of motivation
- Introduction to reward
- Recruitment and selection
- Assessment and development centers
- Exit procedures and exit interviews

Unit 4: Workplace Conflict & Working with Troubled Employees:

- Managing employee problems
- Stress Management
- Counseling Services & Employee Assistance Programmes EAP
- Equality of opportunity & employee diversity
- Bullying & Harassment
- Workplace Conflict
- Managing conflict at work
- Introducing workplace mediation

Unit 5: Human Capital Management - HR Planning

- What is learning?
- Training and Development
- Induction for new employees
- HRM Ethics
- Corporate Social Responsibility
- Personal action planning
- Continuing personal development CPD