

# € TRAINING

Human Resource Management





# Human Resource Management

## Introduction

This training aims to increase participants' awareness of and familiarity with the key responsibilities of a contemporary human resources division. This course covers fundamental information, current issues, and practical work skills.

We will devote one day to each subject so that we have enough time to thoroughly research it. Analyzing current trends in human resources management, skill-building activities, role-playing, and exhibiting some video clips are a few of the training approaches employed in this course. Additionally, each day will allot enough time to learn about other fascinating subjects and difficulties we encounter at work.

## Course Objectives:

At the end of this course, Participants will be able to:

- Put modern human resources management's new roles into practice.
- Know The main steps in recruiting and hiring the best people are recruitment, selection, and understanding these steps.
- Describe the many phases of the cycle of training and development.
- Define the human resources division's duties and responsibilities in the development and implementation of the performance management system.
- Taking control of the integrated compensation system.

## Targeted Audience

- Human resources specialists.
- Experienced HR managers who want to enhance their knowledge and skills on the latest technologies in various HR functions.
- Who are about to start their career in this field.
- Anyone who finds himself in need of this course and wants to develop his skills and experience.

## Course Outlines:

### Unit 1: Human Resource Management

- Definition and objectives of human resources management.
- The main tasks of human resources.
- Characteristics of effective human resources management.
- New HR Roles: HR Business Partner.
- Examples of organizational structures for human resources management

### Unit 2: Competency-based human resources management

- A comprehensive overview of competency theory.
- Types of competencies.
- The importance of competencies.

- Examples of competency frameworks.

#### Recruitment and selection

- Polarization versus selection.
- Determine requirements and attract qualified candidates.
- Latest Outsourcing Trends.
- Types of evaluation.
- Reliability of evaluation methodologies.
- Types of interviews.
- Structuring the competency-based interview.
- Selection decision

### Unit 3: Training and development

- Identification of training needs.
- Design and deliver training.
- Develop and evaluate relevant training objectives.
- Training matrices.
- Effectiveness of training methods: international standards.
- Evaluate the effectiveness of training.

### Unit 4: Performance Management

- Performance management course.
- Key components of performance management.
- Performance management versus performance appraisal.
- Management by objectives
- Establishing a competency-based performance management system.
- Talent management and job replacement.

### Unit 5: Compensation and benefits

#### Job analysis.

- Compensation and benefits components.
- A comprehensive compensation management system.
- Functional evaluation: ensuring internal conformity.
- Factor point system for job evaluation.
- Payroll Reports: Ensure external conformity.
- Forces affecting compensation and benefits.

#### Job opportunities in human resources

- HR Specialist vs. General HR Administrator: Advantages and Disadvantages.
- Academic qualifications versus professional qualifications.