

# € TRAINING

Advanced Strategies In selection,  
Recruitment, Disciplinary Systems and  
Termination





# Advanced Strategies In selection, Recruitment, Disciplinary Systems and Termination

## Introduction:

One of the common mistakes that human resources managers make is to focus on meeting labor needs in the short term, more than labor in the long term. This non-strategic approach makes the organization face painful surprises in providing labor in terms of number and characteristics and makes the human resources department director have to deal with a group of successive crises, which is an ineffective approach that makes the organization act by relying on a reactionary method, and this course is only an attempt to present an advanced strategy stemming from modern trends in the processes of selection, employment and recruitment, and a presentation of the systems for creating a list of sanctions and disciplinary sanctions.

## Course Objectives:

- Gain the ability to develop human resources by paying attention to modern methods of selection, appointment, and employment processes.
- Learn about the latest human resources work mechanisms and best practices in evaluating and evaluating performance.
- Changing their attitudes toward effective performance and efficient thinking.
- Effectively designing the basic and main rules of the sanctions and sanctions regulations.
- Preparing plans for excellence in the performance of human resources management in accordance with comprehensive quality standards.

## Targeted Audience:

### This course is suitable for:

- Managers and heads of human resources and personnel departments.
- Directors and heads of departments of training and human resources development departments.
- Employees of personnel and human resources departments and departments.
- Those interested in training and employment affairs.
- Legal affairs and investigations.
- Anyone who finds himself in need of this course and wants to develop his skills and experience.

## Course Outline:

#### Unit 1: Important concepts in human resources management

- Introduction to important concepts in human resources management.
- The role of human resources in contemporary organizations.
- Human resources as effective intellectual capital.
- The importance of human resources as a competitive input to the GATT agreements.
- The most important recent trends in human resources management practices

#### Unit 2: Human Resources Planning

- Modern organizational structure for human resources planning data.
- Advanced methods in forecasting labor needs.
- Integrated framework for human resources planning

#### Unit 3: Advanced Foundations in Selection and Recruitment

- Objective foundations for determining selection and recruitment processes.
- The basic stages of selection and recruitment processes.
- Modern standards required in selection and recruitment processes.
- The practical and scientific importance of job analysis in recruitment and hiring processes.
- Methods of preparing and reviewing job descriptions and skills necessary for filling positions and selection.
- Modern mechanisms for selection, recruitment, and recruitment processes

#### Unit 4: Financial compensation and disciplinary systems

- **Traditional methods of job evaluation and wage determination.**
- Effective modern statistical methods for job evaluation and wage determination processes.
- Advanced standards and indicators that must be met in organizing the list of penalties and punishments.
- The modern legal view of penal and penalty systems is "disciplinary systems".
- An integrated framework for the foundations and standards of disciplinary systems.

#### Unit 5: Advanced Strategies for Termination of Service

- The main and various reasons for termination of service.
- Modern methods of dealing with the termination process.
- Quality standards and ISO systems in determining service termination methods.
- The final integrated version of termination processes.
- The role of human resources management after completing termination processes.