

# € TRAINING

Human Resources HR Mini MBA



18 - 22 November 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



## Human Resources HR Mini MBA

REF: H1391 DATE: 18 - 22 November 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

### Introduction:

This course is designed to give participants who are experienced HR professionals the chance to learn more about the HR business model and to refresh their knowledge and skills in the rapidly changing modern world. During the one-week course, delegates will learn a number of methods and principles which will give them an understanding of how an effective HR system works, and how they can implement certain procedures that will help them and their personnel function better as a team.

### Course Objectives:

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

- Demonstrate an understanding of Organisational Learning theory.
- Explain the concept of effective Training Management.
- Utilize the skills of Organisational Development for Organisational Learning & Training Management.
- Apply appropriate skills for developing a learning organization.
- Develop training suitable for a particular audience or workgroup.
- Explain the importance of strategic human capital management.
- Formulate a plan to transform strategic requirements into HR objectives.
- Demonstrate an understanding of employee resourcing, recruitment & reward.
- Understand performance management in a multi-cultural environment.
- Illustrate examples of best practice in managing people.

### Targeted Audience:

- HR Directors.
- Group HR Managers.
- Business Partners.
- HR Controllers.
- HR professionals seeking to enhance their strategic thinking.

### 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.
- Typical HR Department Structure.
- Qualifications and Professional Study.

#### Unit 2: Performance Management in a Multicultural Organization:

- Understanding Cultural Differences when it comes to Performance Management.
- The Principles and Core Elements of Effective Performance Management.

- The Role of HR and the Responsibilities of Line Management in Performance Management.
- Linking Objectives to the Organisation's Business Plan.
- Addressing the Performance Gap.
- Understanding the Difference between a Disciplinary and a Capability Process.
- The Purpose and Use of Performance Appraisal.
- Understanding the Difference between High Potential and High Performance.
- Maintaining Balance - managing high performers and under-performers equally.
- The Advantages and Disadvantages of Upward / 360° Feedback.

### Unit 3: Recruitment, Employee Resourcing & Reward:

- Recruitment and Selection.
- Assessment and Development Centres.
- The Psychology of Motivation - current thinking and practice.
- The Psychological Contract.
- Segmenting Employee Groups to Understand Similarities and Differences.
- Flexibility and the Flexible Firm.
- Total Reward.
- Matching Benefits to Employee need to maximise cost-effectiveness.

### Unit 4: Workplace Conflict & Working with Troubled Employees:

- Workplace Conflict.
- Managing Conflict at Work.
- Counselling Services & Employee Assistance Programmes EAP.
- Introducing Workplace Mediation.
- Managing Employee Problems - Stress Management.
- Managing Employee Problems - Bullying and Harassment.
- Understanding the Difference between Equality of Opportunity & Employee Diversity.
- Handling Aspects of Discrimination.

### Unit 5: Employee Planning and Development:

- Understanding the Purpose of Training and Development.
- Current Trends in L&D.
- Linking Development with Corporate Social Responsibility.
- A Framework for Analysing current Training Provision.
- Succession Planning - Two Approaches to Identifying Future Capability.
- Personal Action Planning.