Human Resources Management

Why Attend

- Based on the fact that knowledge is the gateway to engagement, the 'HR Management course' is designed to build participants' awareness and knowledge of the major functions that make up a modern HR department. The modules of this course are considered fundamental and include basic knowledge as well as latest trends and keys to effectiveness. If you are looking to strengthen your knowledge, venture into a specific HR function or embark on an HR business partner role, then this course should be your first course to consider.

Course Methodology

- Each day will be dedicated to one topic that will be extensively explored. Evolutionary trend analysis, skill building exercises, role plays and videos are some of the training methodologies used. Moreover, everyday will have an allocated slot to explore additional topics of interest or unresolved challenges in the workplace.

Course Objectives

By the end of the course, participants will be able to:

- List the main functions in Human Resources Management (HRM)
- Defend the new roles of modern HRM
- Apply the functions of recruitment and selection and follow the main steps in attracting and hiring qualified candidates
- Describe the different steps in the training and development cycle
- Explain the roles and responsibilities of HRM in designing and implementing a performance management system
- Demonstrate understanding of a complete compensation management system

Target Audience

- HR professionals or those who are about to start a career in HR. The course is also beneficial for experienced officers and managers in HR who wish to update their knowledge and skills about the latest techniques in the various human resources functions.

Target Competencies

- HR administration
- Recruitment and selection
- Performance management
- Training and development
- Compensation and benefits
- Competency modeling

Human Resources Management (HRM)

- Definitions and objectives of HRM
- The main functions in HR
- Characteristics of effective HR management
- HR new roles: HR as business partner
- Examples of HR organization charts

Competency based HRM

- Overview of competency theory
- Types of competencies
- The importance of competencies
- Sample competency frameworks

Recruitment and selection

- Recruitment versus selection
- Defining requirements and attracting qualified candidates
- Latest trends in sourcing channels
- Types of assessment
- Reliability of assessment methodologies
- Types of interviews
- Competency based interview structure
- The selection decision

Training and development

- Identification of training needs
- Design and delivery of training
- Developing and evaluating relevant training objectives
- Training matrixes
- Effectiveness of delivery methods: the international benchmarks
- Evaluation of training effectiveness

Performance management

- The performance management cycle
- The main components of performance management
- Performance management versus performance appraisal
- Management by objectives
- Setting up a competency based performance management system
- Talent management and succession planning

Compensation and benefits

- Job analysis
- Components of a compensation and benefits system
- A total compensation management system
- Job evaluation: guaranteeing 'internal consistency'
- The factor points system for evaluating jobs
- Salary surveys: guaranteeing 'external consistency'
- Forces impacting compensation and benefits

Careers in HR

- Generalist or specialist: advantages and disadvantages
- Academic qualification versus professional certification