



# Human Resource Management Program

## COURSE OUTLINE

### Introduction to Human Resource Management

- Human Resource management - What and Why
- Model of Human Resource Management
- Management and Leadership
- Organization of Human Resource Management
- MFI Growth and Organizational Structure

### Recruitment, Selection and Orientation

- Recruitment and Selection - What and Why
- Recruitment and Selection Process
- Orientation Program

### Personnel Policies

- HR Policies - What and Why
- Tips on writing an HR Policy
- Distributing and Maintaining an HR Policy

### Staff Performance Management

- Staff Performance Management Process- What and Why
- Setting Performance objectives
- Ongoing Performance and Feedback
- The Annual Performance Appraisal
- Training and Staff Development- What and Why
- Personal Development Plans
- HR role in Training and Staff Development

## Who Should Attend

- Human Resource specialists who need to expand their knowledge and expertise in all aspects of human resources management
- Those considering entering the field of Human Resource Management
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

**COURSE DURATION:** 6 Days

**TRAINING HOURS:** 30 hrs

**MINIMUM NO. OF TRAINEES:** 15

**LANGUAGE :** English /Arabic

