



Managerial Skills for Human Resources

COURSE Objectives

The objective of the course is to teach the basic principles of strategic human resource management—how an organization acquires, rewards, motivates, uses, and generally manages its people effectively. In addition to providing a basic legal and conceptual framework for managers, the course will introduce the manager to practices and techniques for evaluating performance, structuring teams, coaching and mentoring people, and performing the wide range of other people related duties of a manager in today's increasingly complex workplace.

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: 3 Days

TRAINING HOURS: 15 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE: English / Arabic

