

Human Resources BA-03

Duration

Three days 18 Hours

Who should attend?

All management staff.

Language

Arabic, English



Overview

This course is designed for all managers who rely on their personnel performance to improve their ability to achieve customer satisfaction and their business goals. This is an interactive course where the participants are expected to share their experiences and thoughts with the tutors. By the end of the course, you should be able to:

- Understand how HRM can help an organization gain a competitive advantage.
- Plan for human resources as part of the general planning process of the organization.
- Execute the human resources plan in a manner that achieves maximum benefit for the organization.
- Explain the recruitment and selection processes.
- Evaluate your human resources and use the evaluation as a tool for enhancing performance and achieving business goals.

Topics

- Planning for human resources
 - Planning for acquiring the human element of the organization.
 - Identification of number and mix of personnel that can help achieve the best skill mix for the organization.
- Recruitment and Selection
 - External and internal recruitment
 - Selection process
 - Selection tools
- Training and Development
 - Needs Assessment
 - Types of training
 - Types of development
- Performance Appraisal and Feedback
 - Types of performance appraisal
 - Performance indicators
 - Who appraises performance

- Effective performance feedback
- Motivation
 - Theories of motivation
 - Pay and benefits
 - Rewarding performance