

Training Title

CERTIFIED HUMAN RESOURCES PROFESSIONAL

Training Duration

5 days

Training Venue and Dates

REF SS078	Certified Human Resources Professional	5	04-08 March	\$6,500	Amsterdam, Netherlands
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In any of the 5 star hotels. The exact venue will be informed once finalized.

Training Fees

- 6,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch.

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

TRAINING DESCRIPTION

HR plays an important role in aligning organization strategies and lead changes in frequent changes to business environments.

There is no system that is totally isolated. Results do not necessarily; reflect the level of proficiency in handling HR issues, they could be achieved because of competition, common, or contradicting interests, or luck...etc..

Participants in this workshop will understand the different HR function are relates to business. They will practice the new learning and will be allowed to challenge the new ideas.

TRAINING OBJECTIVES

- Understanding the Role of HR in organization
- Learn the different between HRD and HRM
- HR as a strategic Partner
- The importance of Alignment of Organization Strategies
- Competency models
- Performance Measurements and Appraisal
- Dealing with changes
- Employee Engagement and Talent Management

WHO SHOULD ATTEND?

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HR professional at different levels.HR specialists and consultants; Function managers and supervisors, who are interested to learn the delicate secrets for successful Human Resources activities, or for securing a competitive advantage through successful handling of manpower issues.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

TRAINING OUTCOME

Participants will be able to:

- ❖ Understand the different functions of HR
- ❖ Understand the role of HR within the organization
- ❖ Understand how HR can be strategic partners
- ❖ Help the organization in developing improved performance management system

DAILY OUTLINE

Day 1

- Introduction
- HR in the organization
- HR, the Business Partner
- The role of HRD and HRM in the organization
- HRM functions
- HRD functions

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Day 2

- Management mix

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- Aligning vision, mission and goals for HR and the Organization
- Characteristics of Effective HR Management
- Knowledge transfer within the organization
- Creating Positive Work Environment
- Building your competency Framework
- Competency based Job Description
- KPI- Key Performance Indicators

Day 3

- Competency models
- Recruitment and Selections
- Roles and Responsibilities
- Performance Appraisal
- Talent Management
- Succession Planning
- Planning for Performance
- Performance Measures for better evaluation and appraisal
- Competency profiling for Effective Succession Planning

Day 4

- Competencies for HR manager
- Workshop- Performance Measures for talent Management and succession Planning
- HR and building strategies
- Scenario Planning
- Shifting planning from a dream, to actionable
- Succession Planning
- Managing Change
- Understanding Human Capital concept

Day 5

- Employee Engagement
- Employee Engagement and Talent Management
- The 12 Talent Management Fundamental Core Principles
- Identification of Training Needs

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- Evaluation of Training Effectiveness
- Four Levels of Training Evaluation
- Benchmarking your processes
- Course Review and certificates

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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