

Course Overview:

Training & HR Specialists Preparation course is designed to provide trainees with advanced and important topics concerned with the profession of human resources to include: the evolution of human resources management, functions of HR, as well as roles and strategies of HR management, in addition to organizational design, talent management, manpower planning, recruitment and employment, succession planning program management, organizational learning and workforce training and development, compensation and benefits management, HR policies and procedures, and employee engagement.

Course Objective:

This course also aims to provide participants with practical experience and scientific knowledge to work in the field of human resources management in various business sectors, in addition to specialized knowledge and skills in talent recruitment and acquisition activities.

Course Outline:

- Introduction to HR Management: Evolution, Functions, Roles and Strategies
- Organizational Design
- Talent Management
- Manpower Planning, Recruitment and Employment
- Succession Planning Management and Program
- Organizational Learning - Training and Development
- Compensation and Benefits Management
- Performance Management
- Human Resources Policies and Procedures
- Employee Engagement

Who Should Attend:

- New and Existing Training Coordinators
- New and Existing Training Specialists
- Those involved in Training or HR Administration
- Training Personnel who need to update their skills
- Human Resource (HR) Professionals and HR Business Partners
- Talent Managers
- Those involved in Nationalisation Programmes
- Supervisors or Technical Staff (including engineers) who train others and who need a good understanding of how training works

Training Language:

EN

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation