

Personnel Administration

Who should attend

All those responsible for the Personnel function within the organisation

On completion: Participants will have a complete understanding of the personnel function and will be able to carry out a range of tasks more effectively.

Section - 1:

- Training and development
- Manpower Planning
- Selection, Interviewing & Recruitment Techniques
- Filing Systems - Manual & Computerized

Section - 2:

- Job evaluation
- Compensation Benefits
- Public Relations

Section - 3:

- Personnel Welfare Service
- Housing Administration
- Catering & Club Services

Section - 4:

- Personnel Policies
- Performance Measurement
- Motivation Theory

Section - 5:

- Teamworking & Leadership Models
- Communications
- Problem Solving and Decision Making
- Presentation Techniques

For any further information please contact us at:

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