

# Human Resource Management

## Program Description

The Human Resource Management (HRM) function includes a variety of activities, and key among them is deciding what staffing needs you have and whether to use independent contractors or hire regular employees to fill these needs, recruiting and training the best employees, ensuring they are high performers, dealing with performance issues, and ensuring your personnel and management practices conform to various regulations.

Whether you're new to the profession or you've just been promoted to HR management, this course will teach you all you need to succeed in the job. You will participate in role-playing and group exercises that let you practice the HR roles you will be taking on and you will explore real-life case studies...get the feedback and guidance you need to tailor the new techniques you will be learning to your individual needs...network with your peers and developing an action plan to develop your skills through auditing your present skills and analyzing them with your trainer.

In this program, participants will learn the role of the HR department and services to the organisation, deepen their understanding of key concepts and principles of human resource management. Participants will develop human resource management skills and apply those skills in practice. Understanding the basic responsibilities of HR department will help you structure your own effective HR function.

## Objectives

**On completion delegates will be able to:**

- Understand the role of HR personnel in the organisation.
- Align Human Resource with organisational strategy and goal.
- Discover ways to save time and money by screening applicants before bringing them in for an interview.
- See what a well-written training objective can do.
- Get better results from your training activities.
- Establish effective employee career development and succession planning.
- Understand importance of good performance management policy.
- Build a measurable, results-based performance management system.
- Balance your role as spokesperson for management and employees.

## Training Methodology

The program is highly interactive and is conducted through instructor support, group discussion, role-plays, and syndicate exercises with delegates practicing the skills they have learned during the program.

### How the benefits are achieved?

The participants are encouraged to develop a positive and dynamic learning environment, facilitated by the trainer. Practical session will be used to stimulate and to give participants valuable skills and techniques to master the topics.

## Program Outline

- ◆ Introduction.
- ◆ Understanding the HR Function
  - What is its Purpose?
  - Importance of it within the Organisation?
  - What are its Major Responsibilities?
- ◆ HR Planning and Company Strategy
  - Linking HR Planning with Company Strategy
  - HRM Role and Organizational Vision
  - How to Integrate Your Planning with Your Organization's Business Objectives
- ◆ Staffing Guidelines and Recruitment
  - Defining competencies
  - Reasons for using competencies
  - How to Set Up a Simple & Effective Recruiting System
  - Recruitment and Selection
  - The Recruitment Process
- ◆ Job Analysis
  - Define Job Analysis
  - Understanding the Terms Used within Job Analysis and Job Documentation
  - Naming and Defining Critical Data Elements for Job Analysis
  - Understanding Job Description and Competency
- ◆ Deciding Your Selection Criteria
  - The Stages of the Selection Process
  - Job Descriptions
  - Job and Person Specifications
  - The Role of Advertising
- ◆ The Recruitment Process
  - Choosing Your Selection Criteria
  - Using Outside Agencies
  - Testing and Assessment
  - Legal aspects
- ◆ Training and Development
  - How to Choose Training and Development Programs that Work for You
  - Competency Gap Analysis and Training Needs Analysis
  - Importance of Establishing Efficient Career Development Plan (CDP)
  - Effective Succession Plan
- ◆ Performance Management
  - The Essentials of Performance Management
  - Performance Management Process
  - Performance Review and Appraisal
  - Conducting Performance Appraisal Interview
  - Importance of Coaching and Mentoring
  - Difference between Qualitative and Quantitative Objectives

- ◆ **Employee Relations**
  - Managing Employee Relations Effectively
  - Employment Law
- ◆ **Employee Counselling**
  - Importance of Counselling
  - Role of HR Department in Employee Counselling
  - Conducting Counselling Interview
- ◆ **Relation of HR Function and Employee Turnover**
  - Role of HR Function to Minimise Employee Turnover
  - Conducting Effective Exit Interview
- ◆ **Compensation and Benefits**
  - How to Keep Your Compensation Program within Your Payroll Budget
  - How to Establish Salary Rates and Ranges
  - How to Keep Your Program Up-to-Date and Competitive
  - Managing Employee Remuneration
  - Managing Leave and Deputation Benefits
  - Employee End of Service and Retirement Benefits
- ◆ **Information System**
  - Information Systems: An Overview
  - The Components of a Cost-Effective Employee Benefits Program
- ◆ **Syndicate Exercises, Group Discussions and Feedback.**
- ◆ **Course Summary and Evaluation.**

### Who Should Attend

This program is designed for personnel working in various HR functions and HR support personnel who want to enhance their knowledge and skills in the field of human resource management. It is valuable for managers and supervisors who are involved in any segment of the human resource process, including:

- Personnel & Human Resource Managers
- HR Functional Heads
- Personnel & Human Resource Assistants
- Professionals involved in the recruitment process

**For any further information please contact us at:**

P.O. Box 3808, Al-Khobar 31952, Kingdom of Saudi Arabia  
Tel: +966 (3) 865-6992 Ext 23, Fax: +966 (3) 865-6922, Mobile : 0508008731  
E-mail: info@mstcme.com / das.mstc@yahoo.com