



PROJACS ACADEMY
by @egis



Essential HR Practices & Techniques for Managers, Team Leaders & Supervisors

المهارات والتقنيات الرئيسية لمحترفي الموارد البشرية -
مدراء، قادة فرق العمل والمشرفين

23 – 27 October 2023

Barcelona / Spain

Introduction

Human resources (HR) are the most valuable asset of any organization. Effective HR practices and techniques can help managers, team leaders and supervisors to attract, retain, motivate and develop their staff, as well as to handle various HR issues and challenges in a professional and ethical manner. This course will provide participants with the essential knowledge and skills to perform their HR roles and responsibilities effectively and efficiently.

Objectives

By the end of this course, participants will be able to:

- Understand the role and functions of HR in an organization
- Apply the best practices and techniques for recruitment, selection, induction, performance management, training and development, compensation and benefits, employee relations and retention
- Implement the legal and ethical aspects of HR management
- Use various HR tools and methods to analyze, evaluate and improve HR processes and outcomes
- Communicate and collaborate effectively with different stakeholders in HR matters
- Develop their own personal action plan to enhance their HR competencies and performance

Who Should Attend?

This course is designed for managers, team leaders and supervisors who are involved in or responsible for any aspect of HR management in their organization. It is also suitable for anyone who wants to learn more about the fundamentals of HR practices and techniques.

Course Outline

Day One

Introduction to HR Management

- The definition, scope and importance of HR management
- The evolution and trends of HR management
- The strategic role of HR in achieving organizational goals
- The competencies and skills required for effective HR management
- The challenges and opportunities for HR management in the 21st century

Day Two

Recruitment, Selection and Induction

- The steps and methods of recruitment planning and sourcing
- The techniques and tools for screening, interviewing and selecting candidates
- The best practices and pitfalls of recruitment and selection
- The importance and process of induction and orientation
- The evaluation and feedback of recruitment, selection and induction effectiveness

Day Three

Performance Management

- The purpose, principles and benefits of performance management
- The components and cycle of performance management system
- The methods and criteria for setting performance objectives and standards
- The techniques and skills for conducting performance appraisal and feedback
- The strategies and actions for improving performance and addressing performance issues

Day Four

Training and Development

- The role and functions of training and development in HR management
- The steps and models of training needs analysis, design, delivery and evaluation
- The types, methods and modes of training delivery
- The concepts and approaches of learning styles, adult learning principles, coaching and mentoring
- The measurement and enhancement of training effectiveness and return on investment

Day Five

Compensation, Benefits, Employee Relations and Retention

- The objectives, components and factors influencing compensation and benefits
- The methods and techniques for designing, implementing and reviewing compensation and benefits system
- The legal and ethical issues related to compensation and benefits
- The importance, types and sources of employee relations
- The causes, consequences and prevention of employee turnover
- The best practices and techniques for employee engagement, motivation, recognition and retention

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **5,200 USD**
**VAT is Excluded If Applicable*

المقدمة

الموارد البشرية (HR) هي أتمن الأصول لأي منظمة. يمكن أن تساعد ممارسات وتقنيات الموارد البشرية الفعالة المديرين وقادة الفريق والمشرفين على جذب موظفيهم والاحتفاظ بهم وتحفيزهم وتطويرهم ، وكذلك التعامل مع مختلف قضايا الموارد البشرية وتحدياتها بطريقة مهنية وأخلاقية. ستزود هذه الدورة المشاركين بالمعرفة والمهارات الأساسية لأداء أدوار ومسؤوليات الموارد البشرية بشكل فعال وكفاء.

الإهداف

في نهاية هذه الدورة، سيكون المشاركون قادرين على:

- فهم دور ووظائف الموارد البشرية في المنظمة
- تطبيق أفضل الممارسات والتقنيات للتوظيف والاختيار والتوجيه وإدارة الأداء والتدريب والتطوير والتعويضات والمزايا وعلاقات الموظفين والاحتفاظ بهم
- تنفيذ الجوانب القانونية والأخلاقية لإدارة الموارد البشرية
- استخدام أدوات وطرق الموارد البشرية المختلفة لتحليل وتقييم وتحسين عمليات ونتائج الموارد البشرية
- التواصل والتعاون بشكل فعال مع مختلف أصحاب المصلحة في مسائل الموارد البشرية
- تطوير خطة العمل الشخصية الخاصة بهم لتعزيز كفاءات الموارد البشرية وأدائها

الحضور

تم تصميم هذه الدورة للمديرين وقادة الفرق والمشرفين الذين يشاركون أو مسؤولون عن أي جانب من جوانب إدارة الموارد البشرية في مؤسستهم. كما أنها مناسبة لأي شخص يرغب في معرفة المزيد عن أساسيات ممارسات وتقنيات الموارد البشرية.