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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Certificate in Human Resources Professional Certified Program

التخصص والاحتراف في إدارة الموارد البشرية  
معتمد عالميا

8-12 April 2018

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

This is certified program about human resource management covering all business aspects. The course will provide a general know-how and direct application to HR primary and secondary functions from practical and realistic approach with emphasis on the interrelationship between HR and other business and support functions in the organization. In this program, participants will get the chance to learn about strategic HR management and the way to deal with employees to manage and improve their performance in order to increase their productivity in the workplace. In addition, participants will better assimilate the importance and value of HR and how to improve their skills required in their domain. Special emphasis will be addressed on the main challenges faced by HR and how to ensure high quality service in today's competitive environment taking into consideration the internal and external realities i.e. the worldwide challenge, the needs of stakeholders and the high-performance teams and work systems challenges.

## Course Outline

### Day One

#### **Basics of HR and Strategic HR:**

- Concept of HR and strategic HR Management
- HR roles and responsibilities in the organization
- HR primary and secondary functions, structure and policies
- HR values and competencies required in organizations
- Shared values and code of ethics from SHRM perspective
- Main challenges and issues faced by HR and organizations

### Day Two

#### **Manpower Planning & Staffing**

- Manpower planning and succession planning
- Organizational staffing needs and job requirements
- Importance of job analysis and manpower planning factors
- Recruitment methods and general techniques
- Sourcing for candidates and main challenges faced
- Interviewing methods and general assessment criteria
- Selection guidelines and employment conditions
- Recruitment checklist and validation process

### Day Three

#### **Employee Training & Development**

- Concept of training and development
- Training Needs' Assessment (TNA)
- Design of training plan and calendar
- Training budgeting principles and techniques
- Training methods and use of technology
- Learning organization and employee development
- Training evaluations and reports requirements
- Special issues faced in employee training

### Day Four

#### **Total Remunerations & Talent Management**

- Concept of total remunerations
- Employees' classification types
- Base pay structure and variable pay
- Merit pay and cost of living allowance
- Performance appraisal system from realistic approach
- Review of employee salaries based on internal and external equity pay
- Promotion possibilities and setting proper reward systems
- Performance management and accountability
- HR Role in resolving disputes and promoting fairness
- course test and review

### Day Five

#### **Organizational Behavior & Ethics**

- Managing human behavior in organizations
- Highlights of employee role and responsibilities
- Cultural aspects and diversity in the workplace
- Employee relations, work attitude, and personality types
- Decision making skills and techniques and problem solving
- Motivation and team performance management model
- Corporate social responsibility and ethics
- Course Test and Review

## 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 binder 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\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

هذا البرنامج يقدم شهادة حول إدارة الموارد البشرية والتي تغطي جميع جوانب الأعمال التجارية. وبطبيعة الحال سوف توفر الدراية والتطبيق المباشر لمبادئ ال HR الابتدائية والثانوية من وظائف نهج عملي وواقعي مع التركيز على العلاقة المتبادلة بين الموارد البشرية ووظائف الأعمال وأشكال الدعم الأخرى في المنظمات. في هذا البرنامج، سيتمكن المشاركون من الحصول على فرصة لمعرفة المزيد عن إدارة الموارد البشرية الاستراتيجية ووسيلة التعامل مع الموظفين لإدارة وتحسين أدائها بغية زيادة الإنتاجية في مكان العمل. بالإضافة إلى ذلك، سيقوم المشاركون باستيعاب أفضل لأهمية وقيمة الموارد البشرية وكيفية تحسين مهاراتهم المطلوبة في المجال الخاص بها. وسيتم التركيز بشكل خاص على التحديات الرئيسية التي تواجهها الموارد البشرية وكيفية ضمان خدمة ذات جودة عالية في اتخاذ بيئة اليوم التنافسية في الاعتبار الحقائق الداخلية والخارجية، أي التحدي في جميع أنحاء العالم، واحتياجات أصحاب المصلحة والفرق عالية الأداء داخل المنظمات.