Employee Relations Roles and Responsibilities

10 – 14 November 2019, Kuwait

Introduction:
Talent management refers to the processes and practices of managing employees to achieve desired objectives. Used effectively, talent management can help organizations optimize the efforts of its employees and achieve business success.

To support talent management processes, We must address all elements in the process including: recruiting, performance management, succession planning and career development, compensation management, and employee communications. These elements address talent management in an integrated fashion, making links between performance and compensation, performance and recruiting, succession and development, and other relevant functions. In this way, the talent management can support efforts to hire the most qualified candidates, attract and engage high impact employees, and build future leaders for high impact positions.

Program Objectives:
At the end of this course trainees will be able to:
- Gain new strategies for developing your talent pool to achieve corporate goals and strategies
- Learn ways to benchmark and improve your talent management processes
- Acquire a framework for creating and sustaining a talent pipeline to get the right people in the right jobs
- Understand how to overcome internal barriers to talent movement and development

Who should attend:
- Middle and upper management
- people who hold key position
- People who seek to influence others and be under the spots
- The Nominees for this course is executive level and HR Manager preferably:

Program Outlines:

Strategic Talent Management
- Talent drives performance.
- The Talent Age
- The New HR Mission and Talent Management Processes
- Why Talent Management?
- Leading enterprises seek solutions for talent management
- Talent Management is making capability match commitments.

Talent Management approach
- Philosophy
- Approach
- HR talent management: New tools for talent management
- Phases of crisis and implications for HR
  Talent Management Framework:
- How does an organization effectively manage talent?

Recessions and talent management
Today's Top 10 Talent-Management Challenges

Succession planning : Tow to develop talents
- - Introduction
  - o What Is Leadership Succession Planning?
- - Importance Of Succession Plan
  - o Advantages Of Succession Planning
  - o How Succession Planning Helps
- The Strategy Of Succession Planning
- Outline For Succession Planning
- Elements Of A Succession Plan Policy
- Leadership Succession Planning On The Leading Edge
  - o Selecting A CEO
- Implementation Of A Leadership Succession Plan
  - o Implementing Succession Plan
- Development Of A Leadership Succession Plan
  - o Developing A Succession Plan
- Validation Of A Leadership Succession Plan
- Succession Plan Tips
  - o Succession Planning Pitfall
- Sample Executive Succession Plan Policy

Coaching
- Coaching definitions
- Benefits of coaching
- Why Coaching is Avoided?
  - o Negative View of Coaching
- Positive Reasons for Coaching
- Signals that Suggest the Need for Coaching
- Who is the ideal coach?
- The Five Principles of Coaching

Coaching phases
- **Pre-Coaching**
  - o Identifying Coaching Opportunities
  - o Target your Coaching
  - o Use Performance Appraisal to Guide Your Coaching
    - Signs of Declining Performance
    - Diagnosing Reasons for Performance Problems

- **During Coaching**
  - o 4 Steps for coaching
    - Observation
    - Discussion
    - Active coaching
    - Follow up

- **Post coaching**
  - Motivation and disciplinary actions

- What Coaching Is and Is Not

Influence

The Four-Factor Theory: How Negotiators Influence Others
- Four Factors Positively Influence Results.

Influence Instrument : The Visibility/Credibility Inventory: Measuring Power And Influence
- Theoretical Framework
- Uses Of The Instrument
- Administration Of The Instrument
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Power
- **Negative Connotations**
- Definition Of Power
  - Origin
  - Ingredients
- Magnitude Of Power
- Sources Of Power
- Character Of Power

Training Method

- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Self-test and group activities
- Each participant receives a binder containing a copy of the presentation slides and handouts

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

Course Fee: 2,950 $