

“Human Resources’ Functions and Management” Training program (English Material)

Course length: 25 Hours @ 5 days

Introduction and Objectives

It is the belief of most business top officials in some of the middle east countries that HR function is just a supportive function to other business functions, and the HR executive is normally consulted "after facts".

One of the reasons lying behind this belief is that the majority of the HR executives lack strategic positioning in their companies. The HR executive should be more proactive rather than reactive.

Today's organizations demand that HR function should provide a real value-added service. This requires a sharp business focus on integrated high quality HR systems.

Key Learning Features of the training program

- Highly Participative...(Brain Storming Discussions)
- Individual problem solving sessions
- High levels of skills practice...(Role Playing)
- Detailed Feedback on Performance
- Extensive use of questionnaires

Objectives

This program will provide a major opportunity for participants to review, reflect and focus on their existing practices and gain a comprehensive overview of the function.

Contents

- HR Challenge
 - A definition of Human Resource Management
 - A brief History of Human Resource Management
- Human Resource Management Functions
 - Planning for Organization, Jobs, and People
 - Building Individual and Organizational Performance
 - Job Analysis: Procedures and Choices
 - Focusing on the outcomes of the HR practices
 - Assessing current practices; and identifying critical issues

- Implications of the function -role, responsibilities, authority
Professional Business Career.
- Modern Organization
 - Business under the umbrella of the privatization process
 - Strategic links: HR & business
 - Challenges for the function
- Human Resource Planning
 - Strategic Human Resource Planning
 - Forecasting the Demand for Labor
 - Internal and External Supply of Labor
 - Planning Human Resource Programs
- Recruiting and Job Search
 - Overview of the Recruitment Process
 - Internal Recruiting
 - External Recruiting
 - Evaluation of Recruitment
- Selection Processes...(Tools for selection / Measurement and Decision-making issues)
 - Statistical Methods in Selection
 - Criteria for Choosing Selection Devices... (Validity, Reliability, and efficiency of Selection)
 - Benefits of Careful Strategic Selection
 - Application Blanks and Biodata
 - Steps of Selection Practices
- Building Individual and Organizational Performance
 - Human Resource Development
 - The Needs Assessment phase
 - The Training Phase
 - The Evaluation Phase
- Human Resources Approaches to Improving Competitiveness and Employee communications
 - The Competitive Imperatives
 - Work Improvement Teams
 - The Role of HRM in the New Workplace
 - Different systems and ideas for internal communication
 - What messages are you conveying?
 - Methods of communicating messages through the organization
- Rewarding Employees

- Performance Appraisal
- Strategic Importance of Performance Appraisal
- Major Functions of Performance Appraisal
- Criteria for a Good Appraisal System
- Methods of Performance Appraisal

- Compensation System Development and Motivation approaches
 - Employee Satisfaction and Motivation Issues in Compensation Design
 - Job Evaluation Methods
 - Observing External Equity
 - Observing Individual Equity
 - The issue of Comparable Worth

- Incentive Compensation and Diversified Benefits
 - Linking Pay to Performance
 - Strategic Importance of Variable Pay... (Making Variable Pay Successful)
 - Individual versus Group Incentives
 - Profit Sharing
 - The Role of Benefits in Reward Systems
 - Types of Benefits

- Maintaining Human Resources
 - Safety and Health
 - Mental Health and the Workplace
 - Employee Assistance Programs
 - Employee Fitness Programs

- Labor Relations and Collective Bargaining
 - Why Employees form Unions?
 - Preparing for Negotiations
 - Collective Bargaining
 - Collective Agreements
 - The Grievance Procedure
 - Role of HR Managers

- Computers in Human Resources Management ... (The Pressures of Technological Change and their Impact on Business)
 - How to establish a Personnel Data Base, using Access Program
 - Importance of the Personnel Data Base as an information producer supporting decisions made by Top Management Executives as well as functional Managers.
 - Applications