

€ TRAINING

Innovation and Excellence in Human
Resources and Personnel Management





Innovation and Excellence in Human Resources and Personnel Management

Introduction:

It can be said that the development of governmental or private institutions, improving performance, and developing human resource capabilities are among the basic objectives pursued by the institutions through planned and deliberate change.

These institutions face today a range of challenges and threats related to efficiency, effectiveness, and profitability; as well as challenges related to the renewable environment, high competition, globalization, total quality, balanced performance, team building, and attention to creativity, excellence, customer satisfaction, and ambition levels.

There is a challenge related to maintaining consistency between organizational dimensions such as organizational culture, organizational climate, strategic planning, the face of renewable technology, and the information and knowledge revolution.

Institutions will be able to meet these challenges only through their distinguished and creative human resources, which can lead our Arab organizations and institutions to change, innovation, development, leadership, excellence, standing in the first ranks, not the ranks of the ordinary.

Conference Objectives:

At the end of this conference the participants will be able to:

- Assist staff and managers of human resources management to judge the extent to which human resources contribute to the achievement of the objectives of the organization.
- Identify the creators and outstanding features that organizations need them to work.
- Identify the human resources management system.
- Identify the pillars on which HR managers are based.
- Learn the skills of administrative excellence and evaluate and improve the results of work.
- Know why the imperative of excellence and improve the results of work.
- Identify interviewing skills.
- Know how to perform functional tests.
- Know how to evaluate staff performance.

Targeted Audience:

- Managers and heads of human resources and personnel departments.
- Employees of human resources and personnel departments and departments.
- Employees and managers of the departments and departments of the organization.
- Personal interview and recruitment committees.

Conference Outlines:

Unit 1: Skills of Administrative Excellence and Evaluate and Improve The Results of Work.

- System to evaluate and improve the results of work.
- Excellence and administrative improvement in light of global changes.
- Aspects of excellence and administrative improvement.
- The imperative of excellence and improvement of work results.
- The basic principles on which excellence and administrative improvement are based.

Unit 2: Intellectual Principles And Basic Principles of Human Resources Management:

- The pillars on which human resource managers are based to achieve excellence and job creation.
- Concept, importance, and objectives.
- Human resources management system.
- Different approaches to human resources management developments.
- Principles and foundations of human resource management.

Unit 3: Manpower Planning:

- Concept and importance.
- The stages of manpower planning.
- Of human resources planning.
- Attracting the creative workforce.
- Stock skills and methods of forecasting human resources.
- Human resources planning difficulties and how to address them.

Unit 4: Selection, Recruitment, And Interviewing Skills:

- Selection and recruitment system.
- Scientific steps of selection and employment.
- Conduct psychological, practical, and editorial tests.
- Interviewing skills.
- Test values? as the basis for putting the right person in the right jobs.
- Features of creative and distinct.

Unit 5: Career Calendar for HR Performance:

- Performance criteria.
- Importance and uses.
- Setting performance metrics.
- Methods of evaluating the functionality.
- The prejudices of the rectors and how to overcome them.
- Evaluators.
- Practical cases and exercises.