

# € TRAINING

Professional Human Resources Specialist





## Professional Human Resources Specialist

### Introduction:

Human resources management is the management of the workforce of organizations or human resources and is concerned with attracting employees, selecting, training, evaluating, and rewarding employees, and also following up on the organization's leadership and organizational culture, and ensuring compliance with labor laws. In cases where employees wish to conduct collective negotiations, human resources management is Her role is initial communication with employee representatives. Human resources are the sum of individuals who make up the workforce of an organization, business sector, or economy. Some use the term human capital synonymously with human resources, although human capital usually refers to a narrower point of view. There are other terms sometimes used that include "Workforce," "talent," "work," or just "people." HR existed as a product of the human relations movement in the early twentieth century, when researchers began documenting ways to create business value through strategic workforce management.

### Course Objectives:

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

- Developing the skills of a human resources specialist.
- Knowledge of the nature of human resources as an administrative function
- Familiarity with scientific and practical methods in human resources HR management
- Identify all human resources functions and responsibilities and determine their contributions to the success of the organization
- Evaluate the effectiveness of HR functions through the use of smart KPIs
- List the functions and responsibilities of human resources and determine their contributions to the success of the organization
- Practicing the four new roles that make the Human Resources Department a reliable business partner in modern organization
- Knowing the relationship of human resources HR management to creating a comfortable work environment in which job security and good relationships are available.

### Targeted Audience:

- Human Resources Department managers and specialists in this department

- Human Resources Specialist
- Anyone who finds himself in need of this course and wants to develop his skills and experience

## Course Outlines:

### Unit 1: Introduction to Candidate Relationship Management

- Selection of human resources
- Recruiting and placing human resources
- Preparing human resources
- Human resources development and training

### Unit 2:

- Different organizations and their strategies
- Human resources management in organizations
- Job analysis
- Job descriptions

### Unit 3:

- Job calendar
- Practical cases
- Attracting human resources
- Personal interview

### Unit 4:

- Human resources training
- Examples of training programs
- Human resources performance evaluation
- Human resources performance evaluation
- Wages and salaries
- Incentives and promotions
- Career Path

- Practical cases

#### Unit 5:

- Tasks of the human resources specialist
- Establishing a human resources department
- Labor law for organizations in Arab countries