



Successful Planning with Organizing and  
Delegating





# Successful Planning with Organizing and Delegating

## Introduction:

This training program is designed to provide participants with in-depth knowledge and advanced skills required to effectively manage human resources in modern organizations. It empowers them to handle complex HR challenges and drive organizational success through effective people management.

## Program Objectives:

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

- Develop strategic HR management skills.
- Ensure legal compliance in HR practices.
- Implement effective talent acquisition and retention strategies.
- Foster a positive organizational culture and employee engagement.
- Utilize HR analytics for informed decision-making.
- Develop leadership and change management capabilities.
- Implement effective HR policies and practices.

## Targeted Audience:

- HR Managers and Directors.
- Senior HR Professionals.
- Talent Acquisition Specialists.
- Organizational Development Managers.
- Business Executives involved in HR decision-making.

## Program Outline:

### Unit 1:

#### Advanced Principles of Human Resource Management and Strategic HR Management:

- Overview of advanced HR management principles.



- Strategic role of HR in modern organizations.
- Aligning HR strategy with organizational goals.
- Best practices in HR management.
- Workforce planning and talent management.
- Succession planning and leadership development.

## Unit 2:

### Legal Compliance and Talent Acquisition:

- Overview of key employment laws and regulations.
- Ensuring compliance with labor laws.
- Managing employee relations and grievances.
- Steps for conducting workplace investigations.
- Advanced recruitment and selection techniques.
- Employer branding and talent attraction.

## Unit 3:

### Talent Retention, Organizational Culture, and Employee Engagement:

- Retention strategies and employee engagement.
- Onboarding and orientation programs.
- Building and sustaining a positive organizational culture.
- Strategies for enhancing employee engagement.
- Measuring and improving employee satisfaction.
- Recognizing and rewarding employee performance.

## Unit 4:

### Analytics, Leadership, and Change Management:

- Introduction to HR analytics and metrics.
- Using data for informed HR decision-making.



- Predictive analytics in talent management.
- Measuring HR effectiveness and ROI.
- Developing leadership capabilities in HR.
- Leading organizational change and transformation.

## Unit 5:

### Performance Management, Diversity and Inclusion, and HR Policies:

- Designing effective performance management systems.
- Conducting performance appraisals and feedback.
- Employee development and career planning.
- Managing underperformance and disciplinary actions.
- Importance of workplace diversity and inclusion.
- Developing and implementing HR policies and practices.