

€ TRAINING

Successful Planning with Organizing and
Delegating





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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.