€TRAINING

Certified Human Resources Professional

21 - 25 July 2024
Dubai (UAE)

Certified Human Resources Professional

REF: H1420 DATE: 21 - 25 July 2024 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This program is designed to prepare participants for the certification exam only.

This training program offers a comprehensive exploration of contemporary HR management, covering its definition, objectives, and evolution. It empowers participants to navigate the complex landscape of HR, fostering innovation, and driving organizational success.

Program Objectives:

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

- Demonstrate a comprehensive understanding of modern HR management practices and their evolution over time.

- Apply the four pivotal roles of an HR business partner, integrating emotional intelligence into their practice effectively.

- Conduct thorough job analysis, description, and evaluation, ensuring internal consistency and effectiveness.

- Implement strategic HR management practices aligned with organizational goals and measure HR performance using SMART KPIs.

- Utilize competency-based HR approaches across recruitment, selection, training, and performance management, enhancing organizational effectiveness and performance.

- Prepare for successful completion for the Certification Exam.

Targeted Audience:

- Human resources managers.

- Business partners.

- Team leaders.

- Specialists.

Program Outlines:

Unit 1:

Human Management & Competency Overview:

- Understanding modern HR management: its definition, objectives, and evolution.

- Core functions in HR management: organization, resourcing, climate and culture, training and development, performance management.

- Introduction to competency-based HR management: overview, definition, and importance.

- Personnel administration: a critical aspect of HR operations.

- Exploring competency definition, types, and components in HR management.

Unit 2:

HR Business Partner Roles & Emotional Intelligence:

- The four new roles in HR: strategic management, infrastructure management, employee contribution management, and change management.

- Essential HR competencies required for effective business partnering.

- Integrating emotional intelligence into HR business partnering: understanding its framework and significance.

- Traits and behaviors of an emotionally intelligent HR business partner.

- Importance of emotional intelligence in enhancing HR effectiveness and organizational outcomes.

Unit 3:

Job Analysis, Description, and Evaluation:

- Scope and importance of job descriptions in organizational settings.

- Various approaches to job analysis: exploring methods and techniques.

- Utilizing Job Key Result Areas KRAs in crafting job descriptions

- Characteristics of effective job descriptions: clarity, relevance, and consistency.

- Ensuring internal consistency through job evaluation: critical for job analysis and description accuracy.

Unit 4:

Strategic HR Management & Measurement:

- Environmental analysis in strategic HR management: understanding contextual factors.

- Transitioning from SWOT analysis to crafting vision and mission statements.

- Establishing the link between organizational strategy and HR performance.

- Measuring HR KRAs through SMART KPIs: strategic approach and importance.

- Overview of the balanced scorecard: aligning HR activities with organizational objectives.

Unit 5:

Competency-Based HR Practices & Performance Evaluation:

- Defining competencies and their significance in HR management.

- Exploring various types and components of competencies for effective HR practices.

- Implementing competency-based approaches in recruitment, selection, training, and performance management.

- Assessing benefits of competency-based HR practices: enhancing organizational effectiveness and performance.

- Evaluating HR performance: emphasizing business outcomes, analytics process, and key metrics for measurement.

- Preparation for the certification exam.

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