

€ TRAINING

Certified HR Professional

A group of four smiling business professionals (two men and two women) in a meeting. They are wearing white shirts. The woman in the foreground is wearing a black top and a necklace. The background is blurred, showing a modern office setting.

13 - 24 January 2025
Baku (Azerbaijan)



Certified HR Professional

REF: H222 DATE: 13 - 24 January 2025 Venue: Baku (Azerbaijan) - Fee: 9915 Euro

Introduction:

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

This training program offers comprehensive insights into the key functions and responsibilities of HR professionals, covering essential topics from recruitment to strategic HR management. It empowers participants to master the competencies needed to excel in HR roles and drive organizational success.

Program Objectives:

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

- Understand the fundamentals of human resources management.
- Implement effective recruitment and selection processes.
- Develop and manage employee relations programs.
- Design and execute training and development initiatives.
- Align HR strategies with organizational objectives.
- Prepare for the certification exam.

Targeted Audience:

- Aspiring HR professionals.
- HR specialists.
- HR generalists.
- HR managers.
- Business professionals transitioning to HR roles.

Program Outline:

Unit 1:

Introduction to Human Resources Management:

- Overview of HR roles and responsibilities.

- The strategic importance of HR in organizations.
- Key HR functions and processes.
- The legal and ethical framework of HR.
- Trends and challenges in the HR profession.

Unit 2:

Recruitment and Selection:

- Job analysis and role descriptions.
- Sourcing and attracting candidates.
- Interview techniques and selection criteria.
- Legal considerations in hiring.
- Onboarding and orientation best practices.

Unit 3:

Employee Relations and Communication:

- Building positive employee relations.
- Managing employee grievances and conflicts.
- Effective communication strategies in HR.
- Implementing employee engagement initiatives.
- Legal aspects of employee relations.

Unit 4:

Performance Management:

- Setting performance standards and expectations.
- Performance appraisal systems and methods.
- Providing feedback and coaching employees.
- Addressing performance issues and improvement plans.
- Linking performance management to rewards.

Unit 5:

Compensation and Benefits Management:

- Designing competitive compensation structures.
- Understanding benefits and incentives programs.
- Payroll management and legal compliance.
- Salary benchmarking and market analysis.
- Communicating compensation plans to employees.

Unit 6:

Training and Development:

- Identifying training needs and gaps.
- Designing effective training programs.
- Implementing learning and development initiatives.
- Evaluating the impact of training on performance.
- Career development and succession planning.

Unit 7:

HR Metrics and Analytics:

- Importance of data-driven decision-making in HR.
- Key HR metrics and their applications.
- Using HR analytics to improve business outcomes.
- Reporting and presenting HR data to stakeholders.
- Continuous improvement through HR metrics.

Unit 8:

Organizational Development and Change Management:

- Understanding organizational development concepts.

- HR's role in facilitating organizational change.
- Strategies for managing resistance to change.
- Aligning change initiatives with business goals.
- Evaluating the effectiveness of change management efforts.

Unit 9:

HR Policies and Procedures:

- Developing comprehensive HR policies.
- Ensuring legal compliance in HR practices.
- Communicating policies to employees.
- Managing policy updates and changes.
- Auditing and reviewing HR policies regularly.

Unit 10:

Strategic HR Management:

- Aligning HR strategy with organizational objectives.
- HR's role in driving business performance.
- Integrating HR into strategic decision-making.
- Leading HR initiatives that support business growth.
- Prepare for the certification exam.

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