

Essentials of Human Resources Management & Development

Human Resources
Amman (Jordan)
09 - 13 Feb 2025

UK Training

PARTNER



Essentials of Human Resources Management & Development

Ref: 321378_134287 **Date:** 09 - 13 Feb 2025 **Location:** Amman (Jordan) **Fees:** 3300 Euro

Introduction

Now, more than ever, HR professionals need new skills and a whole new set of competencies: technical, behavioral, and emotional, in order to be able to deliver strategic and tangible results. This course will enable you to transform yourself and your HR department into a business partners capable of delivering results and adding value to your organization.

Course Objectives of Human Resources Management & Development

- Demonstrate a thorough understanding of the nature of HR as a managerial function
- List all HR functions and responsibilities and identify their contributions to organizational success
- Play the four new roles that make HR a credible business partner in a modern organization
- Create an HR strategy that is aligned with the overall organizational strategy
- Measure the contribution of HR to the bottom line in both profit and non-profit organizations
- Assess the effectiveness of the human resources function through the use of 'SMART' Key Performance Indicators KPIs and indices
- Demonstrate how a competency framework can increase the effectiveness of the HR function
- List the core competencies of an HR professional.

Human Resources Management & Development Course Outlines

Day 1

Human management: An overview

- Definition and objectives of modern HR management
- HR management now and then
- The main functions of HR management
- Organization
- Resourcing
- Climate and culture

UK Training

PARTNER



- Training and development
- Performance management
- Total compensation management systems
- Personnel administration

Day 2

Competency-based HR management

- Competency definition
- Types of competencies
- The different competency components
- Competency-based recruitment and selection
- Competency-based training and development
- Competency-based performance management
- Benefits of competency-based HR?

HR business partner

- Four new roles to play
- Management of strategic HR
- Management of firm infrastructure
- Management of employee contribution
- Management of transformation and change
- Basic HR competencies required to play the four roles

Day 3

Recruitment Planning

- Adopting a “talent culture”
- Aligning our people requirements to business strategy
- The importance of creating a recruitment plan
- Recruitment and becoming an Employer of Choice
- Utilizing employee branding
- The recruitment process and the role of HR and managers
- Job descriptions, job analysis, and establishing the package
- Workforce planning

HR business partner and emotional intelligence

- The fundamental emotional intelligence framework
- The emotionally intelligent HR business partner

Day 4

Job analysis, description, and evaluation

UK Training

PARTNER



- The pervasiveness of the job description
- Four approaches for conducting job analysis
- Job Key Result Areas KRAs
- Writing job descriptions using the job key result area approach
- Characteristics of effective job descriptions
- Guaranteeing 'internal consistency' through job evaluation
- A bird's eye view of the job evaluation system

Day 5

Fundamentals of strategic HR management

- Analysis of the environment
- From SWOT analysis to vision and mission statements
- The link between strategy and performance
- Organizational vs. HR key result areas
- Measuring HR KRAs through SMART Key Performance Indicators KPIs
- Turning key performance indicators into SMART objectives
- The balanced scorecard: an overview

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resources



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



UK Training
PARTNER



BLACKBIRD
FOR TRAINING

LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335