

Course Title

Advanced Human Resource Management

Credit Hours

25 H

Venue

Roma / ITALY

Date

20th – 24th January , 2025

Objectives

- **By the end of this course delegates will be able to:**
 - Describe the role or purpose of the HR function and the contribution the HR function makes to the achievement of organisational goals .
 - Explain the key principles and practices involved in HR strategy .
 - Recruitment and Selection .
 - Becoming an "Employer of Choice" .
 - The Psychological Contract .
 - Performance Management .
 - The use of Competencies .
 - Continuous Learning & Self Development .
 - Training and Development .
 - Handling Stress and the Work/Life Balance .
 - Organising for Success .
 - Corporate Social Responsibility .
 - Human Capital Management .
 - Describe the contribution required of HR professionals and the skills needed to perform effectively .
 - Plan to develop personal effectiveness .

The Delegates

- Managers or Supervisors acquiring responsibility for the HR or Personnel Function .
- HR or Personnel Generalists .
- Specialists returning to, or moving to, a Generalist Role .
- Established HR Professionals wishing to obtain new ideas .
- Newly appointed HR professionals .
- Managers - Supervisors - Team Leaders who wish to improve their knowledge of professional HR

Contents

- **Introduction and course overview.**
- **HR as part of the business :**
 - The Context .
 - Socio-economic developments .
 - Pressures on HR .
 - The need for change .
 - Nationalisation .
 - Handling change .
 - HR's strategic role .
- **The Component parts of the HR Function :**
 - Recruitment and Selection .
 - Induction .
 - Employee Relations .
 - Handling Disciplinary and Grievance Issues .
 - Performance Management .
- **Refinements :**
 - The Use of Competencies .

- Ten Tips for Becoming an Employer of Choice.
- The Psychological Contract .
- Satisfaction, Retention, and Value .
- Identifying the Key Players .
- Motivating People to fulfil their Potential.
- Developing a Continuous Learning Culture .
- Delivering a Satisfied Workforce.
- The Messages for Leaders .
- Work Organisation .
- Corporate Social Responsibility.
- **Developing an HR Strategy :**
 - Evolution of HR from Tactical to Strategic .
 - Definition of HR Roles .
 - HR Business Partners .
 - Outsourcing .
 - The Role of HR within Strategy Formulation .
 - Organisational Aims and Culture .
 - The keys to success in Strategic Business Planning.
 - Impact of Technology .
 - The challenge for HR .
 - ERM - the new CRM? .
- **The Personal Skills Involved :**
 - Interpersonal Skills .
 - Counselling .
 - Giving and Receiving Feedback .
 - Coaching .
 - The Ask/Tell Matrix .
 - Handling Conflict .
 - Personal Organisation .
 - Delegation .
 - Influencing Skills .
 - Managing Conflict .
 - Assertiveness .
- **HR Planning, Learning & HR Ethics :**
 - What is learning?
 - Training and Development .
 - Human resource planning .
 - Integrated HR strategies .
 - HR and Training and Development .
 - HRM Ethics .
 - Professional Conduct .
 - Personal action planning and continuing personal development (CPD) .
- **The future for HR?**
 - The personal skills needed for the future.
 - Influencing Skills .
 - Managing Conflict .
 - Assertiveness .
 - Human Capital Management .

Title

Training & HR Development



- Current approaches to Measurement .
- Internal and External reporting Frameworks .
- Planning for the future .
- **Course assessment .**

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	5000 USD
Timetable	How to Register ?	Other Dates
09:00 Am : 11:00 Am (1 st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2 nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3 rd Section)	www.titlehr.com Info@titlehr.com Tell 00971559687070	3 – 7 November , 2024