Course Title	Employee Development and Training Process	
Credit Hours	**Venue**	**Dates**
25 H	Abu-Dhubi / UAE	11th – 15th August , 2024

Objectives

- **By the end of this Course participants will be able to:**
  - ✓ Incorporate employee development competencies and techniques
  - ✓ Identify and learn how to address employee concerns
  - ✓ Practice coaching, counseling, and progressive discipline strategies
  - ✓ Demonstrate effective communication
  - ✓ Be able to relate the role of ED to the role of the Managers/Supervisor and Team Leader
  - ✓ Be able to deal with performance problems and modify the behavior of employees
  - ✓ Be able to operate disciplinary procedures and grievance procedure
  - ✓ Know how to manage absence
  - ✓ Apply knowledge of implications and potential problems with Policy and Procedures
  - ✓ Appraise Policy and Procedures to be more structured and focused on organizational goals
  - ✓ Review Policy and Procedures and understand their importance to the organization

The Delegates

- ✓ Employee Development Specialists, HR and Personnel Professionals, Line Managers, Supervisors and Team Leaders, Contracts and Legal Personnel, Employee Relations Coordinators and Officers, Training & Development Staff, Managers and Personnel with responsibility for staff who wish to understand the latest developments in the field of Employee Development (ED)

Contents

- **Introduction and Course overview.**
- **The Core Role of Employee Development :**
  - ✓ The context
  - ✓ Change management
  - ✓ ED and Nationalization
  - ✓ Understanding the Rationale of ED
  - ✓ The Core Role of ED
  - ✓ The distinction between the role of ED and the role of the manager
  - ✓ The Impact on Policies and Procedures
  - ✓ Change agent and employee champion
  - ✓ The Psychological contract
- **The ED Function in Practice**
  - ✓ Communications
  - ✓ Team briefing
  - ✓ Consultation
  - ✓ Discipline – gross misconduct
  - ✓ Discipline – poor performance
  - ✓ Appeals
  - ✓ Handling sickness absence
  - ✓ Return to work interviews
  - ✓ Notification rules
  - ✓ Trigger mechanisms
- **Supporting the Manager, Supervisor or Team Leader**
  - ✓ Grievances

- ✓ Conducting the grievance interview
- ✓ Management's right to manage
- ✓ Equal opportunities
- ✓ Discrimination
- ✓ Equality and diversity
- ✓ Harassment and bullying
- ✓ Motivation

- **Managing Performance, Counselling, Providing Employee Assistance**
  - ✓ The performance management process
  - ✓ Motivation and goal theory
  - ✓ Giving Feedback
  - ✓ Coaching
  - ✓ Counselling – managers and supervisors
  - ✓ Counselling employees
  - ✓ A counselling style inventory
  - ✓ Employee assistance programs

- **The Governance and Roles Involved in Policy & How to Implement Policy & Procedures**
  - ✓ The role of Policy and Procedures
  - ✓ What needs to be included
  - ✓ Who needs to be involved
  - ✓ The review process
  - ✓ The approval process
  - ✓ Publication
  - ✓ Review of examples of Policy and Procedures
  - ✓ Avoiding ambiguity
  - ✓ Standards –ISO
  - ✓ Communications
  - ✓ How to ensure staff compliance

- **Course summary .**

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 (1st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3rd Section)	www.titlehr.com Info@titlehr.com Tell | 00971559687070	20th – 24th October , 2024