

Course Title	Employee Development and Training	
Credit Hours	Venue	Dates
25 H	Dubai - UAE	9 th – 13 th September , 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 (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	20 th – 24 th October , 2024