

## Certificate in Human Resources Professional - Certified Program

Date	Venues	(\$ )Fees	Book your seat
21 Jul -25 Jul 2024	Manama	3200	<a href="#">Register Now</a>

### Certificate in Human Resources Professional – Certified Program .

#### Introduction

It can be said that the development of governmental or private institutions, improving performance and developing human resource capacities are among the basic objectives pursued by the institutions through planned and deliberate change. Today, these institutions face a range of challenges and threats related to efficiency, effectiveness and profitability , As well as challenges related to the renewable environment, high competition, globalization, total quality, balanced performance, team building, attention to creativity, excellence, change of customer desires and levels of ambition. There is a challenge related to maintaining consistency between organizational dimensions such as organizational culture, organizational climate, strategic planning, the face of renewable technology and the information and knowledge revolution, Institutions will be able to meet these challenges only through their distinguished and creative human resources, which can lead our Arab organizations and institutions to change, innovation, development, leadership, excellence, standing in the first ranks, not the ranks of the ordinary.

#### Course Objective :

Assist HR staff and managers in judging the extent to which human resources contribute to the achievement of the Organization's objectives

- \* Identify the characteristics of the creative and distinctive organizations that need organizations to work
- \* Identify the human resources management system
- \* Identify the pillars on which HR managers are based
- \* Learn the skills of administrative excellence and evaluate and improve the results of work
- \* Why the imperative of excellence and improve the results of work
- \* Recognize interviewing skills
- \* How to perform functional tests
- \* How to evaluate staff performance

#### Beneficiaries of the session :

Managers and heads of human resources and personnel departments

Employees of human resources and personnel departments and departments

Employees and managers of the departments and departments of the organization

Personal interview and recruitment committees

### Main contents of the session

#### Day 1

- \* stages of manpower planning
- \* Who plans human resources
- \* Means to attract the workforce that is characterized by creativity
- \* Stock skills and methods of forecasting human resources
- \* Human resources planning difficulties and how to address them
- \*The imperative of excellence and improvement of work results
- \* The basic principles on which excellence and administrative improvement are based

#### Day 2

- \*Objectives of human resources management.
- \* Human resources management functions.
- \* The challenges facing human resources management.
- \* The role of human resources management in light of globalization
- \*The importance of human resources planning
- \* Factors influencing the human resources planning process
- \* Basic human resources planning model.

#### Day 3

- \*The importance of strategic management of human resources.

- \* Administrative development and its components in modern organizations.
- \* Administrative development objectives.
- \* Methods and methods of administrative development.
- \* Organizational development and objectives.
- \* Key approaches to organizational development

#### Day 4

- \* Function analysis and its importance in modern organizations.
- \* Analysis of work and administrative performance.
- \* Methods of analyzing jobs in different organizations.
- \* Methods of work analysis.
- \* Describe jobs and build optimal performance levels

#### Day 5

- \* Strategic challenges in Arab organizations.
- \* Management and performance measurement.
- \* Performance measurement criteria and indicators.

\* Stages of establishing performance measurement systems.

\* Balanced Scorecard.

\* Balanced Scorecard elements.

\*Key drivers of the balanced performance card system.



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