



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



CERTIFIED HR PROFESSIONAL: From Traditional HR Role to Business Partner



ACTVET
Rbu Dhabi Centre for
Technical and Vocational
Education and Training
مركز أبوظبي
للتعليم والتدريب
التقني والمهني

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Course Introduction:

Human resources has to transform itself in order to earn a seat at the decision making table. The door is wide open for human resources to become the business partner it always wanted to be rather than being simply perceived as just another service function.

Now, more than ever, HR professionals need new strategies and a whole new set of competencies to be able to deliver crucial and tangible results.

This course will enable you to transform yourself and your HR department into a business partner capable of delivering results and adding value to your organization.

Course Objectives:

By the end of the course, participants will be able to:

- Demonstrate thorough understanding of the nature of HR as a managerial function
- List all HR functions and responsibilities and identify their contributions to organizational success
- 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 for an HR professional.

Who Should Attend?

Human resources managers, business partners, team leaders and specialists. Target Competencies

- Deciding and initiating action
- Relating and networking
- Analytical thinking
- Following instructions and procedures
- Planning and organizing
- Achieving goals and objectives
- Applying expertise and technology

Course Outline:

Human Resources Management

- Towards a modern definition
- The main functions in HR management
- Competency based HR management
- HR deliverables: A model for multiple roles
- HR as business partner
- HR's strategic challenges
- HR competencies: moving from traditional HR to strategic HR

Strategic Planning

- Pre-strategy analysis: 'SWOT' analysis
- Visions and missions
- Critical success factors
- Key result areas and key performance indicators
- Turning key performance indicators into 'SMART' targets
- Force field analysis as a strategic tool

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 a competency based HR

Linking HR's strategy to the organization strategy

- Approaches for linking HR to the organization
- Writing HR strategies
- HR visions and missions

- HR key result areas
- HR key performance indicators
- Core competencies for HR professionals

Assessing the effectiveness of human resources

- Effectiveness versus efficiency
- Recruitment and selection
- Training and development
- Performance management
- Compensation and benefits
- The overall effectiveness and efficiency of HR

HR Reports

- Reporting HR to top management
- The HR scorecard
- Linking HR to organizational strategy
- Components of the balanced scorecard
- Components of the HR balanced scorecard
- HR balanced results and key performance indicators
- Reporting HR to top management

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

