



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



MANAGING YOUR HUMAN Resources for Best Performance



INTERNATIONAL ACCREDITATION ORGANIZATION



UNIVERSITY OF ROCKHAMPTON
MAKING THE DIFFERENCE



Course Introduction:

Managing Human Capital has been specifically designed to teach practical skills for the student who seeks to manage others and his or her own career with optimal effectiveness. Students who believe they will need to effectively manage other people to produce increased value should take this course. In the initial stages of the course, we will cover best practices in the design of processes like recruiting, performance-evaluation, succession planning, and compensation systems; how to develop people, manage workforce reductions, and have difficult conversations; and how to manage organization, team, and individual change. In the latter part of the course, students will learn how to develop as a professional, navigate the transition to general manager, and evaluate career and life choices effectively.

The instructor believes that the management of human assets has the potential to be the source of competitive advantage in high performance organizations. Due to rapidly changing demographics, technologies, mergers, alliances, and increased global competition, the processes of managing human capital are becoming more central to effective organization practices and outcomes.

Course Objectives:

With the help of this Course, Delegates will be able to:

- To define essential HR functions for achievement of corporate goals
- To meet essential staffing requirements and ideal profiles for vacant appointments
- To learn alternative staff selection processes and performance appraisal systems
- To understand the methodology for analysis of training needs and economic training delivery
- To generate higher employee performance using financial incentives

Who Should Attend?

Senior and intermediate grade HR managers with staff responsibilities for whole or part of the HR function; Line managers concerned with the development of their subordinates to meet contemporary challenges

Course Outline:

Overview of HR Management

- Corporate and strategic functioning
- Operational and tactical functioning

- Maximizing your human capital

Staff Appraisal Systems

- Performance appraisal objectives
- Alternative appraisal methodologies
- Effective and ineffective appraisals
- Rewards linked with performances
- Corporate and strategic functioning

Performance Management

- Assessing work performance levels
- Setting realistic objectives and targets
- Monitoring and review processes

Staff Recruitment and Selection

- Benefits of effective recruitment
- Recruitment and selection processes
- Use of Psychometric evaluation
- Recruit induction and orientation

Training and Development

- Training and development strategy
- Analysis of training needs
- Cost-effective training delivery
- Skills transfer to the workplace

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 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
- Discussion
- Presentation

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

المركز العالمي للتدريب والتطوير
International Centre For Training & Development