



Mini MBA: Coaching & Career Development

Best Practices & HR Skills
in Career Development

Date	Venue	Fees
09 - 20 Dec 2018	Dubai	\$9,900

Training Course Overview

The employment relationship is constantly changing – technology, analytics, neuroscience and commercial pressures all have forced HR and Line Managers to review the way they consider their workforce. Employees are no longer as compliant and accepting as they once were and organisations need to be alert to the current climate of employee expectations and the psychological contract in order to ensure that they meet the needs of employees whilst at the same time achieving the organisation's strategic plan and objectives. HR Managers and Line Managers need to be aware of the many new developments in a range of disciplines that have impacted on their roles and responsibilities and face the challenges of an increasingly competitive global world. This intensive 10 day Anderson training course, led by an internationally renowned consultant, will equip delegates with the knowledge and skills they require to face these many challenges and ensure they have a workforce ready and able to meet any demands placed on them by the organisation.

Training Course Objectives

By attending this Anderson training course, you should achieve these goals:

- Have a thorough understanding of the key functions of both HR and Line Management
- Appreciate the importance of self-awareness and self-knowledge
- Know the importance and role of social media in both recruitment and brand image
- Explain the importance of learning and development to the success of the organisation
- Have examined the psychological aspects of the work experience
- Have familiarised themselves with new development of analytics and neuroscience and their implications for managing people

The Structure

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

- **Module 1** - Coaching, Mentoring & Career Development for Success
- **Module 2** - HR Skills for HR Administrators

Designed for

This dynamic Anderson training course will be of a benefit to a wide range of professionals but will be especially relevant for:

- All levels of HR Professionals
- Trainers
- In-house Mentors and Coaches
- HR Administrators and Business Partners
- Line Managers who wish to enhance their people management
- Fast Track managers who need to build their portfolio of experience

Training Course Outline

Amongst a range of valuable topics, the following will be given high priority:

- Understanding your personal communication style
- The Importance of Language - verbal and non-verbal
- Understanding human development and learning
- People problems at work – conflict and mediation
- Where is HR going - the context for HR
- HR on the global stage – trends and developments
- Employee Relations - engagement and motivation
- Recruitment & Selection – the Employer of Choice
- Social Media, Websites and Recruitment
- Leadership & Management Development
- Performance Management – empowerment and compliance

Professional Recognition and Accreditation



This program has been approved by HR Certification Institute for general re-certification credit hours of HR Professionals. The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion