5 Days

HR Essentials for Effective Management

Building the HR Foundation for Organisational Success

▶ Upcoming Sessions

29 Jul-02 Aug 2024	Online	$3,950
30 Sep-04 Oct 2024	Online	$3,950

▶ Training Details

Online Training Course Overview

The workplace landscape has evolved significantly over the past two decades, prompting Human Resource Management (HRM) to adapt. The focus is now on maximizing employee contributions through fostering positive and supportive work environments, ensuring effective and efficient delivery. Managers require both essential soft and hard skills to achieve these goals effectively.

If you're looking to grasp the fundamental HR activities that support organizational objectives or enhance your people management abilities, this training course is tailored for you.

Online Training Course Objectives

By attending this Anderson online training course, delegates will be able to:

▸ Develop an in-depth understanding of the human factor at work
▸ Recognise the need to treat all employees as individuals
▸ Examination of the skills in handling motivation, reward and enhanced performance
▸ Develop an ability to identify talent and plan succession to ensure continuity
▸ Enhanced skills and knowledge to underpin the soft skills required for managing people effectively

Designed For

HR Professionals at team leader, supervisory and middle management level wishing to progress. Managers at all levels who wish to consolidate, refresh and reinforce their knowledge and skills. It will be ideal for delegates who are intending to move into Human Resource management after a period of experience in line management.

Line Managers wishing to develop a more thorough understanding of the key Human Resource practices so that they can manage their team more effectively.

▶ Training Details

Day One: Building an Effective Foundation

▸ The case for Effective People Management
▸ The role of effective Talent Identification and Selection in helping the business achieve its

corporate goals
- Creating effective job descriptions, key selection criteria and competencies required to prepare for the process
- Assessment centres and selection techniques to achieve better predictive accuracy
- Evidence based Behavioural Based Interviews and other assessments
- Effective selection and screening methods

Day Two: Talent Management

- Talent Management and productivity goals
- Recruiting & Selecting Exceptional Internal and External Talent
- Ensuring effective Orientation and Retention of Talent
- Role of Employee Engagement and Motivation
- Effective Development of Talent
- Succession Planning for sustainability and business continuity

Day Three: Learning & Development

- Key role of Learning and Development to the success of the organisation
- Effective Training and Development Solutions
- Alignment of Learning and Development with Career Management
- Building effective Business Curriculums
- Coaching and Mentoring for Managers
- Leadership Development for Sustained success

Day Four: Performance Management

- The Performance Management Cycle
- Setting Objectives, KPIs and Performance Standards
- Holding Effective Review Conversations
- Giving and Receiving effective Feedback
- Causes of Poor Performance & Dealing with Poor Performance
- Performance Management and the Disciplinary Process

Day Five: Motivation and Recognition

- Understanding Motivation in the organisational context
- Meaningful objectives and alignment to work
- Effective Recognition techniques
- Effective Employee Engagement
- Workshop Learning reviews
- Action planning for Sustainability

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

▶ Accreditation

The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

▶ The Certificate

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

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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