



HR Skills for HR Administrators

Redefining HR Administration to Enable the Organisation to Thrive

▶ Upcoming Sessions

28 Oct-01 Nov 2024	London - UK	\$5,950
27-31 Oct 2025	London - UK	\$5,950

▶ Training Details

Training Course Overview

Human Resources (HR) stands as a pivotal and strategic function within any organization, necessitating practitioners to stay abreast of current methodologies and trends. Competent administrators play a crucial role in ensuring the seamless execution of strategic HR initiatives and maintaining compliance standards.

This Anderson training course is designed to empower delegates with essential skills and knowledge, enabling them to significantly enhance the HR function's effectiveness and contribute effectively to organizational success. Participants will gain insights into the evolving role of HR and explore key activities critical for a comprehensive understanding.

Training Course Objectives

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

- ▶ Explain the role and purpose of the HR/Personnel function and develop HR policies which meet the strategic aims of their organisation and apply HR practices which fit the needs of their organisation
- ▶ Develop a set of HR policies that will reflect the context of the Middle East but also adapt the relevant practices currently in place in the Western world to develop a high-performance culture

Designed For

This Anderson training course is suitable for:

- ▶ Anyone new to HR or at an early point in their career and considering which speciality to move into
- ▶ HR Assistants and HR Administrators
- ▶ Employees who are interested in moving into HR
- ▶ Line managers and team leaders who need an understanding of the key processes involved.

▶ Training Details

Day One: HR in Context - Policies

- ▶ Where is HR going?
- ▶ The Context for HR
- ▶ HR on the global stage
- ▶ Nationalisation - public versus private organisation
- ▶ Overview of HR's role & relationship with other functions
- ▶ The importance of policies - writing & using them

Day Two: Employee Relations - Employee Involvement

- ▶ Employee Relations
- ▶ Internal Communications
- ▶ Consultation & Suggestion Schemes
- ▶ Employee Attitude Surveys
- ▶ Employee Assistance Programmes
- ▶ Union Recognition

Day Three: Recruitment & Selection

- ▶ Understanding external labour market & demographics
- ▶ Recruitment & Selection
- ▶ Employer of Choice
- ▶ Social Media, Websites and Recruitment
- ▶ Handling Redundancy
- ▶ Retention & Exit Interviews

Day Four: Learning & Development

- ▶ Importance of Learning & Development
- ▶ Leadership & Management Development
- ▶ Talent Management
- ▶ Coaching & Mentoring
- ▶ International Assignments
- ▶ Succession Planning

Day Five: Performance Management & Reward

- ▶ Performance Management & Appraisals
- ▶ Competency Frameworks
- ▶ Financial Reward & Salary Scales
- ▶ Job Evaluation
- ▶ Bonuses, Incentives & Overtime

▶ Accreditation



This program has been approved by HR Certification Institute for general re-certification credit hours of HR Professionals.

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

▶ 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

▶ INFO & IN-HOUSE SOLUTION

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

Call us: [+971 4 365 8363](tel:+97143658363)

Email: info@anderson.ae

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

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