



## HR Skills for HR Administrators

Redefining HR Administration to Enable the Organisation to Thrive

### ► Upcoming Sessions

13-17 May 2024	Dubai - UAE	\$5,950
28 Oct-01 Nov 2024	London - UK	\$5,950

### ► Training Details

#### Training Course Overview

HR is one of the most critical and strategic functions in the organisation so practitioners need to be up-to-date with the latest thinking and approaches. Professional administrators are essential to secure the successful delivery of strategic HR activities and ensure compliance. This Anderson training course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function and understand how the role has changed. Key HR activities will be explored to equip delegates with broad ranging 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

Email: [info@anderson.ae](mailto:info@anderson.ae)

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

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

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