

Scandinavian Academy
Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: HR Skills for HR Administrators

Code	City	hotel	Start	End	price	Language - Hours
HT-476SA	Dammam	Hotel Meeting Room	2027-02-14	2027-02-18	9950 SR	En - 25

Why Choose this Course?

This course will provide delegates with the skills and knowledge to make a valuable contribution to the success and continued effectiveness of the HR function. The subjects covered in this course will provide practitioners to be up-to-date with the latest thinking and approaches. This includes all aspects of a modern employment policy presented from the point of view of the HR function.

This course should cover all aspects of the work of a modern HR unit and is designed to serve as an introduction to HR for newly appointed HR Assistants and/or as a refresher for those who are already in the HR profession.

This course will feature:

- Role of policies in good people management
- Importance of good employee relations and employee commitment
- Critical features of effective recruitment & selection
- Employee, Management and Leadership development
- Performance management, reward and remuneration

What are the Goals?

By the end of this course, participants will be able to:

- Explain the role and purpose of the HR function
- Develop HR policies based on strategic aims of the organisation
- Apply HR practices which fit the needs of the organisation

- Adapt the relevant practices currently in place in the Western world
- Develop a high performance culture

Who is this Course for?

This course is suitable to a wide range of HR professionals but will greatly benefit:

- HR Practitioners
- Personnel Officers
- HR Administrators
- Staff who are interested in moving into HR
- Line Managers who need an understanding of the key processes involved

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a range of activities – discussion, case studies and exercises - at individual and group involvement level in addition to input from a highly experienced HR practitioner.

Delegates will gain most from active participation in the practical sessions and the success of the course is centered on the delegates expressing their special needs and interests so that they can maximise their learning. These sessions are informative, enjoyable and presented in a relaxed atmosphere conducive to learning to ensure optimum understanding for a comprehensive transfer to the workplace.

The Course Content

Day One

HR in Context – Policies

- Where is HR going?
- The Context for HR
- HR on the global stage
- Nationalisation – public vs. 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

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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