

Scandinavian Academy
Training Center

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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 Assistants

Code	City	hotel	Start	End	price	Language - Hours
HT-473SA	Al Baha	Hotel Meeting	2027-04-04	2027-04-08	10950 SR	En - 25

The Course

HR is becoming one of the most critical and strategic functions in the organization. To allow the organization to get the most form this area you need well trained and prepared staff in HR.

This programme is designed to cover all aspects of the work of a modern HR (or Personnel) department and is designed to serve as an introduction to HR for newly appointed HR Assistants or alternatively as a refresher for those with two or three years service.

The subjects covered will include all aspects of a modern employment policy presented from the point of view of the HR function.

Subjects covered will include:

- Nationalisation
- Assessment Centres
- Change Management
- Competencies
- Employee Relations
- Job Evaluation
- Performance Management
- Recruitment and Retention

The Goals

Following completion of this unit, you will know how to:

- Explain the role and purpose of the HR/Personnel function
- Develop HR policies which meet the strategic aims of your organisation
- Apply HR practices which fit the needs of your organisation
- Develop a set of HR policies that will reflect the context of the Middle East
- Adapt the practices currently in place in the West
- Identify critical issues in your organisation that will need to be addressed
- Develop a high performance culture
- Develop a harmonious relationship between HR and the line

The Benefits

- Write a modern HR policy
- Identify the practices which are appropriate to a particular organisation
- Become familiar with the key aspects of HR strategy
- Apply the key principles and practices involved in HR strategy, Recruitment and Selection, Induction, Retention, Performance Management, the use of Competencies and Training and Development, Discipline and Grievance Handling
- Make connections between performance management and merit pay
- Identify best practice in HR
- Draw distinctions between the role of HR and the role of the line manager

The Results

- HR in context and relationship with the rest of the organisation
- The essential parts of the HR Function
- Absence Management – Change Management
- Coaching – Employer of Choice
- e-Learning – Internet and Email policies
- Job Evaluation – Performance Management
- Recruitment – Work-Life Balance

The Core Competencies

There are many basic competencies that will be covered in this workshop.

Amongst the important are:

- Assertiveness
- Influencing skills
- Interpersonal skills
- Listening skills
- Personal organisation
- Presentation skills
- Questioning skills
- Working co-operatively
- Writing skills
- Adaptability
- Creativity
- Impact and influence
- Interpersonal understanding
- Planning and organising
- Relationship building
- Teamwork
- Written communication

The Programme Content

Day One

HR in context and relationship with the rest of the organisation

- The Context for HR in the Middle East

- Absence Management
- Alcohol and Drug Abuse
- Assessment Centres
- Bonus and Incentives
- Business Travel and Expenses
- Career Breaks and Sabbaticals
- Change Management
- Competency Frameworks

Day Two

Employee Relations – Employer of Choice

- Coaching
- Codes of conduct
- Communications
- Competency Frameworks
- Consultation
- Clothing and Dress Codes
- Disciplinary Procedure
- Employer of Choice
- Employee Relations
- Handling Disciplinary and Grievance Issues
- Harassment Policies

Day Three

Recruitment – Work-Life Balance

- Recruitment
- Redundancy
- Relocation

- Retention
- Salary Scales
- Succession Planning
- Suggestion Schemes
- Sick pay schemes
- Training Strategies
- Union Recognition
- Work-Life Balance

Day Four

Job Evaluation – Performance Management

- Job Evaluation
- Leadership Competencies and Development
- Long Service Awards
- Merit Reviews
- Mentoring
- Nationalisation
- Overtime
- Performance Management

Day Five

e-Learning – Internet and Email policies

- e-Learning
- HR Intranets
- Employee Assistance programmes
- Employee Attitude Surveys
- Equal Opportunities
- Exit Interviews

- Giving and Receiving Feedback
- International Assignments
- Internet and Email policies

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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