

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: Certificate in Human Resources International

Code	City	hotel	Start	End	price	Language - Hours
HT-234SA	Al Khobar	Hotel Meeting	2027-05-16	2027-05-20	9950 SR	En - 25

who should attend

Certified Human Resources Manager Program designed to suit the needs of:

- Public and private institutions HR managers
- HR employees who are looking for leadership positions in their field.
- Project managers who are looking to gain skills, knowledge and experience of human resources management within the project.
- Entrepreneurs; owners of small and medium enterprises who are interested in developing human resources in their institutions whatever its field.
- Administrative leaders of government and private institutions.

Introduction

Strategic success of business and companies depends on the capability to hire the most qualified and skillful individuals, then retain them and develop the institutional frame capable of growing businesses and individuals permanently and continuously together.

From here, this program based on the latest theories in the field of human capital comes to provide specialists with helpful tools that help them to provide employees with appropriate self-preparation and the professional skills capable of building these companies.

Program Goals:

By the end of the program, it is expected that the participant should be able to:

- Identify human resources, the main list, tasks and responsibilities.
  Alignment between human resources and work with organizational strategy.
- Introduce competency-based approach and the main tasks of the Human Resources Department.
- Assessing the effectiveness of the HR job through related human resources, and key performance indicators record.
- To be certified HR director according to project evaluation.

Out line

Human Resources Management

- Human resources management strategies
- Human resources management based on competencies
- Evaluate the effectiveness of human resources
- Building human resource management strategy

Human Resource Management

- Definition.
- The main jobs in the field of human resources.
- The roles and responsibilities of each job.
- Centralized versus decentralized in human resources management.
- Outsourcing in the field of human resources.

Human resources management strategies

- Planning strategies in human resources.
- Linking between human resources and business management.
- Training and development.
- Performance, wages and services evaluation.

Human resources management based on competencies

- Competencies: its history, definition, and types.
- Selection based on competencies.
- Training and development based on competencies.
- Performance based on technical, managerial and leadership competencies.

Evaluate the effectiveness of human resources

- Job recruitment and selection system.
- Salaries and incentives system.
- Personnel system.
- Training and development system.
- Performance evaluation system.

Building human resource management strategy

- Human capital management.
- Strategic role of human resources.
- Human resources department jobs.
- Dynamic environment for human resources department.
- Human resources as a strategic partner.
- New heights in human resources.

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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