

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: Basics of Human Resource Management

Code	City	hotel	Start	End	price	Language - Hours
HT-589SA	Al Khobar	Hotel Meeting	2027-05-16	2027-05-20	9950 SR	En - 25

Introduction

This seminar provides a comprehensive and modern overview of the role and activities of the Human ResourcePersonnel (HR) Department. It presents the latest tools and techniques for the effective management of people.

Participants will learn about the processes involved, the systems used and the skills needed to be successful in a modern HR Department. They will explore personnel activities ranging from the recruitment interview to a dismissal meeting, discovering the skills required and the role of the HR Professional in the 21st Century.

- Strategic HRM in the modern organisation
- Measuring and reducing absenteeism
- Performance Management in a multi-cultural environment
- Essential steps in employee record security and minimizing identity theft
- Managing employee problems

Seminar Objectives

By the end of this seminar participants will be able to:

- Understand Strategic HRM approaches (SHRM)
- Describe the role and functions of the Personnel/HR Department
- Show awareness of employee resourcing , recruitment & reward
- Describe best practice in working with employees and assisting with employee problems
- Understand performance management in a multi-cultural environment

- State the benefits of HR Planning and HR Ethics

Training Methodology

There are interesting presentations supporting each of the topics together with interactive trainer lead sessions of discussion. There will also be practical sessions where participants have the opportunity to practice and experience some HR related activities. Role-plays, case studies, DVD’s, small group work, exercises and feedback will be used to facilitate learning.

Organisational Impact

- Will enable participants to successfully work in a HR or Personnel Department
- Add value to the department and the organisation as a whole.
- More focused support for the organisation built on a thorough understanding of the functional role and responsibilities.
- Participants are encouraged to take new ideas and strategies back to their workplace for discussion with their managers.
- The organisation will receive input into key areas for improvement from a enthused employee
- Staff committed to building a high performance organisation

Personal Impact

- Will enable participants to understand the history and development of modern HR practice
- Improved confidence and self assurance
- A greater strategic overview of the HR function
- Will enable participants to apply best practice in employee resourcing
- A greater awareness off own beliefs and limitations related to HR practice
- Will enable participants to work with and assist employees

Who Should Attend?

- Anyone interested in HRM
- Those who have recently joined a HR or Personnel Department
- Those who wish to enter the field
- Any existing HRM personnel who need to stay up-to-date on current practices and trends
- Those professionals who would benefit from an understanding of the HR role and function
- Occupational Health & Safety and training staff who need to be up to date.

Programme Outline

Day 1 – An Overview of Human Resource Management

• Introducing Human Resource Management (HRM)
• Human Resource Management Vs Personnel Management
• Main activities, responsibilities and tasks of HRM
• Introducing Strategic HRM (SHRM)
• Personnel jobs and systems
• Typical department structure – HRM department case study
• Qualifications and professional study
• Personal qualities needed for HRM work

Day 2 – Administration & Performance Management

• Administration and business support
• Monitoring and reporting – Sickness and Absence
• Absence management case study
• Introduction to HR databases and computer systems
• Security and confidentiality of employee records
• Performance management in a multi-cultural setting
• Appraisal systems and 360 degree feedback
• The employee disciplinary interview

Day 3 – Recruiting, rewarding and retaining employees

• Flexibility and introducing the ‘flexible firm’
• Pay and reward, compensation and benefits
• Introducing ‘total reward’ concepts
• Recruitment and selection
• Assessment and development centres
• The use and limitations of aptitude tests and psychometrics
• Use of references
• Induction for new employees

Day 4 – Working with and Assisting Employees

• Managing employee problems
• Employee Assistance Programmes (EAP)
• Complying with employment law
• Equality of opportunity & employee diversity
• Dignity-at-work, Bullying & Harassment
• Introducing workplace mediation
• Exit procedures and exit interviews

Day 5 – HR Planning, Learning & HR Ethics

• What is learning?
• Training and Development
• Human resource planning
• Integrated HR strategies
• HR and Training and Development
• HRM Ethics
• Professional Conduct
• Personal action planning and continuing personal development (CPD)

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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