

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: The HR Administrator

Code	City	hotel	Start	End	price	Language - Hours
HT-218SA	Jeddah	Hotel Meeting Room	2027-08-01	2027-08-05	9950 SR	En - 25

The Course

This new and much needed program is offered for the first time this year. The HR administrator's critical role is rapidly changing; the new importance of HR, its changing shape and responsibilities all require outstanding administrative support and leadership. Two of the world highest paid HR professionals started as HR administrators, it's a career with no boundaries providing you have the right approach for the new challenges of tomorrow HR.

Some highlights of this course are:

- You will understand the complete role of HR and the new organizational map
- Find out the fastest growing area of HR – and why it's so important
- Be able to see how HR Data can be better managed and how predictive forecasting works
- Find out about the 10 key areas of any world class HR function and how they fit together
- Find out how two key activates in the new HR will dramatically improve HR efficiency

The Goals

At the end of this course you will be able to:

- Know and be able to demonstrate to others how a world class integrated HR function operates
- Be able to show others the real value HR can deliver to any organisation

- Be able to understand how people are the essential ingredient in any organisation – master personality, competence and performance –the three key people ingredients
- Use new techniques and software to get the best from your existing HR data
- Update you own skill level for 2012 and beyond

The Process

- This course will be presented by a world leader in effective HR. The training will all be practically based, using industry case studies, group work and presentations.
- Delegates will get a colored wall chart showing the new HR function which will aid future development. New software will be demonstrated linked to case studies
- Delegates will get the opportunity to see personality profiling and its value for recruitment, development and succession planning

The Benefits

For those attending:

- Master the complete role of tomorrows world class HR functions
- Gain confidence through attending a definitive course on HR
- Learn through practice and be able to return to work with an enhanced skill set
- Find out what outstanding HR has to offer world class companies
- Be able to have the confidence and knowledge to become more efficient when returning to work

The Results

For the organisation:

- Greater HR efficiency
- Forward and results focused

- HR will become a better fit with the rest of the organisation
- Those attending will have a significant skills improvement
- Those attending will be able to improve on the 10 key HR deliverables
- This course will provide a high return on investment

The Core Competencies

- Forward Planning and business results
- Effective and efficient use of time
- Mastery of new HR skills
- Able to create business value
- Business data management

The Programme Content

Day One

Does HR provide a good service?

- Introductions and course objectives
- What does HR do v What should it do
- How should HR success be measured
- Getting HR aligned with organizational needs
- Debrief review
- Understanding who is our customer

Day Two

HR in alignment from structure to strategy – how it all works

- Moving to greater effectiveness- the new shape of HR functions

- The key critical areas of HR –the new HR map of activities
- Key activity one – where HR fits with organizational strategy
- Ways of improving co operation between HR and other departments
- Tools to help us work better with other departments

Day Three

From recruitment to performance appraisal – critical processes

- Key activity two Recruitment and selection – your involvement in the process.

  Recruitment is the gateway into the organisation
- Recruitment in action
- Recent improvement in the recruitment process and how to streamline the process
- Key Activity three Performance appraisal – how much does this cost –
- Is performance appraisal good value? What is it designed to do?
- The need to measure and collect two critical pieces of data – Competencies and performance ratings. How to improve this process

Day Four

Training and HR processes

- Key activity four How to code, priorities and get a streamlined system for training
- The new training schema
- Activities involved in training – getting it right
- Key activity five – Pay bonus and rewards - new ideas and methods to improve motivation
- Key activity six – Grievance – disciplinary and rules and regulations – the most difficult area; disciplinary issues
- What other companies do – Case Studies

Day Five

Making things happen correctly

- Key activity seven – HR’s role as leaders
- Innovation in succession planning – approaches
- Key activity eight – People are not your most valuable asset – the right people are – measuring human capital
- Key activity nine – the new HR powerhouse – manpower planning
- Using HR data to significantly help the business
- Key activity ten – the role of HR in managing processes

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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