

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 5 Day MBA in HR

Code	City	hotel	Start	End	price	Language - Hours
HT-223SA	Jeddah	Hotel Meeting Room	2027-09-19	2027-09-23	9950 SR	En - 25

Introduction

This intensive training course examines how to develop and master the key areas of Human Resource Management (HRM). HR is changing beyond recognition from the days of the old Personnel Departments. HR is now recognised as a strategic source of competitive advantage and as a predictor of future business performance. This exciting programme will bring you up to date on the latest techniques and approaches that are appropriate in effective management of Human Resources.

- Strategic HRM in the modern organisation
- Employee Reward and how it influences employee behaviour
- Learning & development in the 21st Century
- Performance Management in a multi-cultural environment
- The latest strategies for effective resourcing and recruitment

Objectives

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

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

Training Methodology

Dynamic 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
- Improve on any performance management system
- Add value to the department and the organisation as a whole.
- 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 current best practice in HRM
- A greater strategic overview of the HR function
- Develop your skills for the future and be able to help transform current activity into and added value activity
- Will enable participants to work with and assist employees
- Transform recruitment and appraisal processes with startling results
- Improved confidence and self assurance

SEMINAR OUTLINE

DAY 1

An Overview of Human Resource Management

- The changing world of business and its impact on the Human Resource Function
- Introducing Human Resource Management (HRM)
- The difference between HRM and Personnel Management
- Main activities, responsibilities and tasks of HRM
- Introducing Strategic HRM (SHRM)
- Strategic Business Planning
- HR jobs and systems
- Typical department structure – HRM department case study
- Qualifications and professional study – CIPD, SHRM, Arabic Societies

DAY 2

Performance Management in a Multiâ€Cultural Organization

- The principles of effective performance management
- The role of HR and the responsibilities of line management in PM
- Addressing the performance gap
- Invoking the disciplinary process
- Performance Management in multi-cultural organisations
- The purpose and use of Performance Appraisal
- Characteristics of an effective Performance Appraisal meeting
- The advantages and disadvantages of 360 degree feedback

DAY 3

Recruitment, Employee Resourcing & Reward

- Flexibility and introducing the ‘flexible firm’
- Pay and reward, compensation and benefits
- Total reward
- The psychology of motivation
- Introduction to reward
- Recruitment and selection
- Assessment and development centres
- Exit procedures and exit interviews

DAY 4

Workplace Conflict & Working with Troubled Employees

- Managing employee problems
- Stress Management
- Counselling services & Employee Assistance Programmes (EAP)
- Equality of opportunity & employee diversity
- Bullying & Harassment
- Workplace Conflict
- Managing conflict at work
- Introducing workplace mediation

DAY 5

- Human Capital Management – HR Planning
- What is learning?
- Training and Development
- Induction for new employees
- HRM Ethics
- Corporate Social Responsibility
- Personal action planning
- 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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