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# Course: Human Resource Management for Healthcare Professionals

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| HM-569SA | Jeddah | Hotel Meeting Room | 2027-08-01 | 2027-08-05 | 9950 SR | En - 25 |

## Introduction

Healthcare management is changing. Do you know which direction it`s headed? If you need to find the answer, so this course is relevant to you, whether you`re a student or currently working in healthcare. This comprehensive course is current, topical, and informative. No matter your status, this is about the human resources and healthcare that you need to stay ahead of the curve.

## Course Objectives

**On completion of this course you should be able to:**

- Identify the types of healthcare organizations.
- Explain the unique aspects of managing human resources in healthcare organizations.
- Discuss several of the human resource challenges existing in healthcare.
- Explain how healthcare HR planning contributes to the attainment of organizational strategies and objectives.
- Define HR planning in healthcare organizations.
- Describe the orientation, training, and staff development requirements of the joint commission.
- Explain the nature of safety, health, and security in the healthcare workplace.
- Identify the various aspects of occupational safety and health administration compliance.
- Discuss the challenges that confront healthcare employers in providing benefits

and variable pay programs.

# Course Outline

### The Nature and Challenges of Healthcare HR Management

- Healthcare HR Insights
- Nature of Healthcare Organizations
- The Current State of Healthcare
- The Future of Healthcare
- HR Challenges in Healthcare
- Joint Commission on Accreditation of Healthcare Organizations
- The HR Function in Healthcare
- HR Management Activities

### Healthcare HR Competencies, Structures, and Quality Standards

- Healthcare HR Insights
- Competencies for Healthcare Management and HR
- HR Departments and Healthcare Organizational Charts
- Measuring Healthcare HR Management
- Joint Commission (JCAHO) and Healthcare Management

### Strategic HR Management

- Healthcare HR Insights
- Management of Human Assets in Organizations
- HR Management Roles
- The HR Strategic Planning Process
- Elements of Successful HR Planning
- HR Management Challenges

### Legal Issues Affecting the Healthcare Workplace

- Healthcare HR Insights
- Equal Employment Opportunity
- Affirmative Action
- Gender Discrimination and Sexual Harassment
- Age Discrimination
- Americans with Disabilities Act
- Other Bases of Discrimination
- Enforcement Agencies
- Uniform Guidelines on Employee Selection Procedures
- Elements of EEO Compliance

## Job Design and Analysis

- Healthcare HR Insight
- Accomplishing Strategic Objectives through Job Design
- Nature of Job Analysis in Healthcare Organizations
- Uses of Job Analysis
- Work Schedules and Job Analysis
- Job Analysis and Legal Issues
- Human Reactions to Job Analysis
- Job Analysis Methods
- The Job Analysis Process
- Job Description Components

## Healthcare Recruitment and Selection

- Healthcare HR Insights
- Recruiting and Labor Markets
- Planning and Strategic Decisions Regarding Recruiting
- Internal Recruiting
- External Recruiting
- Internet Recruiting
- Other Sources for Healthcare Recruitment

- Recruiting Evaluation and Metrics
- Nature of Selection
- Selection Testing
- Selection Interviewing
- Making the Job Offer

## Organizational Relations and Employee Retention in Healthcare

- Healthcare HR Insights
- Individual/Organizational Relationships
- Job Satisfaction and Organizational Commitment
- Retention of Human Resources
- Work/Life Balance
- Retention Management Process

## Training and Development in Healthcare Organizations

- Healthcare HR Insights
- Nature of Training in Healthcare Organizations
- The Training Process
- Types of Training
- Developing Human Resources
- Choosing a Development Approach
- Special Issues in Healthcare Employee Development

## Performance Management in Healthcare Organizations

- Healthcare HR Insights
- Performance Management
- Performance Appraisal
- Conflicting Roles of Performance Appraisal
- Who Conducts Appraisals
- Methods of Appraising Performance

- Rater Errors
- Appraisal Feedback
- Effective Performance Management

## Employee Relations in the Healthcare Industry

- Healthcare HR Insights
- Nature of Employer Employee Relations
- Rights and Responsibilities
- Employee Relations and Rights of Employees
- Balancing Employer Security and Employee Rights
- HR Policies, Procedures, and Rules
- Employee Discipline
- Employee Relations Programs

## Labor Relations and Healthcare Organizations

- Healthcare HR Insights
- Unions in the Healthcare Industry
- Labor-Relations Philosophy
- Legal Framework for Union–Management Relations
- The Unionization Process in Healthcare
- Collective Bargaining and the Negotiating Process
- Contract Administration

## Healthcare Compensation Practices

- Healthcare HR Insights
- Healthcare Compensation Responsibilities
- Nature of Compensation
- Legal Requirements for Pay Systems
- Development of a Base Pay System
- Issues Involving Pay Increases

- Executive Compensation

## The Management of Benefits and Variable Pay in Healthcare

- Healthcare HR Insights
- Strategic Perspectives on Benefits
- Types of Benefits
- Security Benefits
- Retirement Security Benefits
- Healthcare Benefits
- Financial, Insurance, and Other Benefits
- Benefits Administration
- Variable Pay: Incentives for Performance

## Safety, Health, and Security in Healthcare Organizations

- Healthcare HR Insights
- Nature of Safety, Health, and Security
- The Joint Commission and Safety, Health, and Security
- Legal Requirements for Safety and Health
- Occupational Safety and Health Act (OSHA)
- Safety Management
- Health
- Security

**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).**

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