

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 Art of Human Resource Management (HR Professional)

Code	City	hotel	Start	End	price	Language - Hours
HT-210SA	Riyadh	Hotel Meeting Room	2027-09-26	2027-09-30	9950 SR	En - 25

Introduction

The HR function has to be the bridge between the workforce and the organisation. It also has to be the eyes, ears and sometimes the conscience of the organisation. This seminar will show you how to build that bridge and how to create an HR function that meets the needs of employees and the organisation.

The seminar you will cover:

- The essential (or basic) component parts of an effective HR (or Personnel) function
- Ideas for developing the function beyond the essential parts
- The distinctions between the role of line supervisors/managers and the HR function
- Who does what for example with
  - Handling change
  - Recruitment
  - Handling performance issues
  - Use of disciplinary procedure
- The application of the theory of the Psychological Contract (how to get the best from the workforce)

Objectives

By the end of the programme, participants will be able to:

- Describe the role or purpose of the HR function and the contribution the HR

function makes to the achievement of organisational goals
- Explain the key principles and practices involved in
  - HR strategy
  - Recruitment and Selection
  - Induction
  - Retention
  - Employee Relations
- Apply an effective performance management process
- Understand and use Competencies
- Know how to handle disciplinary issue
- Apply some of the key personal skills needed to succeed in HR

Training Methodology

The training methodology used is designed to encourage maximum participation by all delegates. The presenter will suggest ideas and theories to the delegates and then encourage them to test out the ideas by the use of discussion, small group work, exercises and feedback. Each day of the seminar will end by delegates completing their own record of what has been learned on the day and considering how the ideas might be transferred back to the workplace.

Organisational Impact

The purpose of this seminar from an organisations point of view is to develop an effective approach to Human Resource Management. As a result, an organisation which applies these ideas will:

- Know how to get the best from their greatest asset - their workforce
- Know how to handle change effectively from an HR point of view
- Know how to increase productivity
- Know how to improve morale

- Know how to improve motivation
- Have an HR function which closely and in a mutually supportive way with the full line management team including Supervisors and Team Leaders

Personal Impact

As a result of attending this seminar, delegates will:

- Be effective in a range of circumstances encountered by HR professionals
- Be confident in their approach to HR management
- Be confident in their dealing with line managers, Supervisors and Team Leaders
- Know how an effective HR function is structured
- Know how to handle a range of employee relations issues
- Be able to define a clear purpose and role for the HR function and to develop and implement an HR strategy

SEMINAR OUTLINE

DAY 1

HR as part of the business

- The Context
- Socio-Economic developments
- Pressures on HR
- The need for change
- Nationalisation
- Handling change
- HR’s strategic role

DAY 2

The Component parts of the HR Function

- Recruitment and Selection
- The effective interview
- using competencies in recruitment
- Induction
- Employee Relations
- Corporate Social Responsibility
- Handling Disciplinary and Grievance Issues
- Equity and Diversity

DAY 3

Refinements

- Performance Management
- The differences between feedback and criticism
- Coaching for performance improvement
- The wider use of Competencies
- The use of competencies in an Assessment Centre
- Ten Tips for Becoming an Employer of Choice
- Coaching and Empowerment
- Branding your people processes
- The Employee Value Proposition

DAY 4

The Psychological Contact

- Satisfaction, Retention and Value
- Identifying the Key Players

- Management Succession
- Motivation
- Developing a Continuous Learning Culture
- Delivering a Satisfied Workforce
- The Messages for Leaders
- Work Organisation
- Merit Pay

DAY 5

The Way Forward

- Evolution of HR from Tactical to Strategic
- Employee Relationship Management
- The new HR Roles
- The personal skills needed for the future
- Influencing Skills
- Managing Conflict
- Assertiveness
- Personal Development

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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