

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: Professional Diploma In Human Resource Management (HRM)

Code	City	hotel	Start	End	price	Language - Hours
DIP-734SA	Riyadh	Hotel Meeting Room	2027-03-28	2027-04-08	21450 SR	En - 50

Overview

Human Resources (HR) professionals play a critical role in driving business success, talent development, and organizational performance. In today's dynamic and competitive business environment, HR practitioners must align their strategies with corporate objectives, manage workforce transformations, and apply modern HR techniques to attract, develop, and retain top talent.

This comprehensive 10-day diploma is designed to equip HR professionals, managers, and business leaders with the knowledge, skills, and strategies to optimize human capital, enhance organizational performance, and manage HR functions strategically. Participants will gain practical experience, industry best practices, and exposure to UAE employment laws, ensuring their HRM strategies comply with legal frameworks while fostering a high-performance workplace.

With a blend of interactive case studies, real-world applications, and hands-on exercises, this diploma provides a modern and practical approach to Human Resource Management.

Objectives

- Identify key elements in the formulation and implementation for human resources strategies.
- Development of required skills for each of the managers and leaders in the process of change.
- Analyze and assess the impact of the leadership on the performance of

organizations and the need for all of them to change.

- Explain the legal concepts, which regulate the relationship between employers and workers in the United Arab Emirates.
- Explain the different legislation and laws that define the contracts, wages, working hours and safety of workers in the workplace, as well as the laws of termination of services and compensation.
- Explain the importance of strategic management of human resources in the organization’s performance and performance.
- Assessment of the business environment and selecting appropriate rewards and their impact on the performance and commitment of staff.
- Apply of modern techniques and methods in the process of recruitment and selection in human resources.
- Compare between different methods and programs in the process of selection and evaluation.
- An assessment of the impact of incentives and rewards for the performance of the staff in the Organization.

Target Audience

- HR Managers and HR Business Partners
- Recruitment and Talent Acquisition Professionals
- Training & Development Specialists
- Compensation & Benefits Managers
- Senior Executives and Business Leaders
- Line Managers and Team Leaders
- Legal & Compliance Officers
- Anyone Seeking a Career in HR

How to prepare a professional diploma

- The diploma is held by the direct training system
- Number of hours 80 training hours

- Classes start at 08:00 am and end at 05:00 pm

Certificates

- The trainee is given a certificate documenting his attendance, participation and interest in the diploma, attested by the Swedish Ministry of Foreign Affairs
- 80% of the diploma hours must be completed to obtain the certificate

Advantages of attending and participating in diploma activities with the Scandinavian Academy for Training and Development in the Kingdom of Sweden

- After completing the diploma and successfully passing it, the trainee participating in the diploma gets a training scientific bag that includes:
  - An integrated training package containing (certificate of attendance, participation and interest in the diploma attested by the Swedish Ministry of Foreign Affairs - the scientific material for the diploma)
- The Scandinavian Academy for Training and Development is a specialized training company registered in the Kingdom of Sweden under the number - 559173-7431
- The certificate issued by the Scandinavian Academy for Training and Development is not considered an academic certificate, but rather a professional certificate documenting participation and attendance in training activities. All attestations of the certificate are commercial attestation only, not academic.

Program Contents:

Introduction to Human Resource Management

- The Evolving Role of HRM in Organizations
- HR as a Strategic Business Partner
- Fundamental HRM Functions and Responsibilities

- Aligning HR with Business Strategy
- Challenges and Trends in Modern HR Practices
- Workshop: HRM Role Analysis in Different Business Models

Human Capital Planning & Talent Acquisition

- Workforce Planning and Organizational Design
- Identifying and Forecasting Talent Needs
- Recruitment Strategies and Employer Branding
- Selection Techniques and Assessment Methods
- Interviewing and Hiring Best Practices
- Workshop: Designing a Talent Acquisition Plan for an Organization

Talent Management & Performance Optimization

- The Employee Lifecycle: Onboarding, Development, and Retention
- Creating a High-Performance Culture
- Implementing Effective Performance Management Systems
- Setting SMART Goals and KPIs for Employees
- Workshop: Performance Evaluation and Feedback Techniques

Training, Career Development & Succession Planning

- Identifying Training Needs and Skill Gaps
- Developing Effective Learning & Development Programs
- Career Growth Strategies and Employee Retention Techniques
- Building Leadership Pipelines and Succession Plans
- Workshop: Designing a Career Development Framework for Employees

Organizational Development & Change Management

- Understanding Organizational Culture and Its Impact on Performance
- The Psychology of Change and Employee Engagement
- Strategies for Managing Organizational Change

- Overcoming Resistance to Change
- Workshop: Implementing a Change Management Strategy in HR

Strategic Compensation & Employee Benefits

- Principles of Compensation Management
- Designing Competitive Salary Structures and Incentive Programs
- Employee Benefits, Rewards, and Recognition Strategies
- The Impact of Compensation on Employee Motivation and Retention
- Workshop: Developing a Compensation and Benefits Plan for an Organization**

Employee Relations & Workplace Conflict Management

- Understanding Employee Engagement and Satisfaction
- Managing Workplace Conflict and Employee Grievances
- HR's Role in Promoting Workplace Ethics and Diversity
- Best Practices for Disciplinary Actions and Terminations
- Workshop: Handling Workplace Conflicts and Employee Disputes

HR Risk Management & Workforce Compliance

- Identifying and Mitigating HR-Related Risks
- HR Audits and Compliance Strategies
- Ensuring Workplace Health & Safety Standards
- Crisis Management and HR's Role in Business Continuity
- Workshop: Risk Mitigation and Compliance Strategy Development

HR Digital Transformation & Final Assessment

- Leveraging HR Technology and HRIS Systems
- The Role of Artificial Intelligence in HR
- HR Analytics: Data-Driven Decision-Making
- Final Case Study & Assessment: Developing a Strategic HRM Plan for a Business**

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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