

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 Effective Human Resources Administrator

Code	City	hotel	Start	End	price	Language - Hours
HT-229SA	Jeddah	Hotel Meeting Room	2027-10-31	2027-11-04	9950 SR	En - 25

INTRODUCTION

This exciting new programme creates an opportunity for delegates to learn all about HR Administration. Delegates will learn about the processes involved, the systems used and the skills needed to be successful in this role. They will explore numerous personnel activities ranging from a recruitment interview through training administration to performance appraisals, discovering the skills required and the role of the HR Administrator along the way.

Delegates will gain insight into the work of the HR Department. You will learn the about the latest methods that HR professionals utilise today for building a high performance organisation. They will then feel comfortable working in an HR Department having had a big-picture overview of the department's main activities and methods of working.

PROGRAMME OBJECTIVES

- Describe the work and structure of a modern personnel (HR) department
- State why accurate and accessible HR records are essential
- Describe the steps involved in a recruitment campaign
- State the HR requirements for the induction of a new employee
- Describe the uses of different selection and recruitment tools
- Help to plan and administer performance appraisals
- State the benefits of having an HR Strategy and long term HR Plan

TRAINING METHODOLOGY

Mini-lectures, case studies, small group work, exercises and feedback will be used to facilitate learning.

PROGRAMME OUTLINE

DAY 1 - An overview of the HR function

- Roles and Responsibilities of the Human Resources Administrator
- Typical HR department structures
- Centralised versus distributed HR
- The HR service centre concept
- Where the department fits in the organisation
- HR jobs and systems
- Qualifications and professional study

DAY 2 - Working with Employees and Job Analysis

- Terms and Conditions of Employment
- Rights and obligations of employers and employees
- Health and safety
- Complying with employment law
- Job Analysis
- Developing Job Descriptions and Person Specifications
- The use and application of Job Analysis information

DAY 3 - Recruitment and Selection

- HR Planning
- Recruitment process
- Recruitment sources and methods
- Selection process
- The Application and CV’s
- Assessment and development centres

- Aptitude tests
- Psychometric profiling
- Reference checking and screening
- Contracts and offers

DAY 4 - Training and Development

- Introduction to Training and development
- Training Administration
- Induction and basic job training for new employees
- The science of adult learning
- Learning styles
- The Training co-ordinator
- The Training cycle
- Validation and Evaluation

DAY 5 - Performance Management and the Administration of Pay

- Introduction to Performance Management
- The Performance Appraisal
- Administration requirements
- Links to salary increase and bonus
- The pros and cons of performance appraisals
- Pay and reward, compensation and benefits
- Salary structures
- Payroll administration
- Personal action planning

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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