

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 Oxford HRM & Training Programme

Code	City	hotel	Start	End	price	Language - Hours
HT-606SA	Jeddah	Hotel Meeting Room	2027-01-31	2027-02-04	9950 SR	En - 25

Introduction

In today's tough global market, it is vital that HR and Training instigate the best practices and take advantage of recent innovations to really add value to the organisation. During the seminar, you will find out not only what's new but also how innovative practices can be implemented and the way they will benefit your organisation in either the public or private sectors.

This seminar will feature:

- Explanation of the main theories surrounding the development of effective HR
- The theories are then put into practice by the use of practical exercises
- Mixing theory and practice
- Practice using new techniques to transform any training activity
- Learn from practices in top companies that surpass "Best Practice"
- Gain a holistic view of the entire training function

The Structure

The Oxford HRM and Training Programme is offered in two Parts that complement each other:

MODULE I – Human Resources Development and Personnel Management

MODULE II – The Training Analyst

Each module is structured and can be taken as a stand-alone course; however,

delegates will maximise their benefits by taking Module 1 and 2 back-to-back as a two-week seminar.

Objectives

Upon completion of the course, delegates will:

- Develop an understanding human resources development and personnel management practices
- Develop awareness the advantages of effective human resource management
- To develop awareness of key HR and HRD strategies for improving organisational success
- Demonstrate trends and do efficiency analysis
- Set up and effectively measure any element of delivered training & be able to demonstrate training efficiency
- Measure skills, knowledge, behaviour, competency, style, self belief, attitudes and personality

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. Case studies, DVD's, group exercise, worked examples will all be used in a relaxed and enjoyable learning environment.

Organisational Impact

- Organisations using these techniques will get more for their training spend
- It provides an efficiency audit trail
- It can provide a basis for how training is funded; punished or rewarded for its results

- Lower staff turnover and more effectiveness in selection and assessment
- More commitment from the workforce

Personal Impact

- You will find out how to analyse and evaluate – everything
- You will be able to use the latest techniques and models that are proven
- You will be able to produce hard data on training effectiveness and individual application
- You will know how to critically evaluate current HR practices
- You will be able to introduce an effective recruitment process
- You will understand how to get people to work more effectively

SEMINAR OUTLINE

Module I

Human Resources Development and Personnel Management.

DAY 1

Introduction to HRM, HRD and HRP

- Seminar introduction and objectives
- The context for HR
- Change management
- Human Resource Management V Personnel Management
- Human Resource Development (HRD)
- Human Resource Planning (HRP)
- Strategic HRM – the new HR Strategic Model
- Outsouring

DAY 2

Resourcing & Recruitment

- The employment psychological contract
- Why do good people leave?
- The process approach to interviewing
- Induction, job descriptions and references
- Personality Questionnaires and forms of testing
- Methods of detecting when applicants don’t tell the truth
- The new recruitment process to avoid litigation
- The value of using assessment centres

DAY 3

Pay & Employee Reward

- Employee motivation
- Salary, bonuses & benefits
- Understanding competencies
- Competency based Assessment
- Competency and performance based pay
- Different structures – different pay and rewards
- Total pay concept
- Salary surveys

DAY 4

Training Learning & Development

- Career management

- Personal development
- Coaching
- Mentoring
- E-learning
- How flat organisational structures and empowered teams affect training and development
- Self Development
- 360 degree feedback as a development tool

DAY 5

Value for money from HR

- The new HR structure
- New roles within HR
- HR Business Partners
- Value of trend analysis and HRP
- Internal and External Frameworks
- Proving ROI on HR activities
- Review

Module II

The Training Analyst

DAY 6

The Added Value Role of Today's Training Analyst

- What value does training offer – group exercise
- The need for training to produce measurable results

- It’s vital to know who your customer is
- Establishing a training process that works and is auditable –the new schema
- Mastering training costs and budgets –group exercise
- Managing and being accountable for training expenditure
- Adding value through training activities – examples
- The role of the training analyst – presentations

DAY 7

How People Lean and Barriers To Learning

- Learning style and their impact on training courses
- How we can inexpensively measure learning style –demonstration
- Personality and its impact on training results –the big five explained
- What can training realistically achieve – case study and discussion
- Can you overcome learning difficulties?
- Critical times to get the best from training – more time in the class room is not always the answer – demonstration
- Retention and its critical role in what we can remember
- Motivation factors in learning – what can we do differently?.

DAY 8

Specifying and Constructing Training Properly

- What are learning outcome objectives and why do we need them?
- How to write learning outcome objectives – group exercise
- The document needed for any training course –thee critical documents
- Maximising the use of visual aid and other aids
- How to calculate room size needed and screen size
- Sound and it part in aiding learning
- The benefit of using specific training videos – examples

- Use of “clipped” video sequences – examples

DAY 9

Training Analysis – The Key Areas of Measurement

- Budget spent and the monitoring of costs
- Creating value from training –examples
- Understanding fully how competency frameworks work
- Setting standards for competency and measuring competency improvement
- What is performance – is it related to competency?
- Measuring improvements after training –how to do it
- Competence + performance = productivity
- Software needed to measure competence and performance – also automating TNA

DAY 10

Measuring and Reporting Training Results

- Formulas needed (added value) and unit costs
- Maximising but controlling training activities
- The new leadership role of training
- Dealing with uncertainty during training
- Case studies showing training success
- Should training functions be profit centres
- What is the role of end of course questionnaires?
- Your actions when returning to work

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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