

Scandinavian Academy
Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Human Resources Development & Personnel Management

Code	City	hotel	Start	End	price	Language - Hours
HT-219SA	Jeddah	Hotel Meeting Room	2027-08-01	2027-08-05	9950 SR	En - 25

Introduction

Most organisations would place the management and motivation of their people as their major priority. This seminar is designed to show how to get the best out the human resource. This seminar covers the main components of an effective HR Process including:

- Recruitment
- Employee Motivation and Reward
- Training and Learning
- Measuring the value of HR

Objectives

The objectives of the seminar are:

- To develop an understanding human resources development and personnel management practices
- To develop an awareness the advantages of effective human resource management
- To develop awareness of key HR and HRD strategies for improving organisational success
- To understand the application of strategic human resources development and personnel management practices in the workplace
- To effectively apply appropriate practices to specific workplace situations

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 constructively challenge to the organisation's approach to Human Resource Development and Personnel Management. As a result, an organisation which applies these ideas will experience:

- Lower staff turnover
- More effectiveness in selection and assessment
- Greater motivation
- More commitment from the workforce
- More effective identification and development of poor performers
- Better value for money from the Human Resource function

Personal Impact

As a result of attending this seminar, delegates will be equipped to develop effective people management practices; they will:

- Know how to critically evaluate current HR practices
- Be able to introduce an effective recruitment process

- Understand how to get people to work more effectively
- Understand how to help individuals and teams learn
- Be able to identify, plan and evaluate training interventions
- Know how to create an effective structure within HR

SEMINAR OUTLINE

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
- Outsourcing

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

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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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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