



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Planning of personnel systems

Objectives

- Basic concepts in monitoring personnel and human resources systems
- Evaluation of human resources performance
- Structure and roles of hierarchical levels in the Organization
- The scientific foundations of manpower planning
- Attracting human resources, recruitment procedures and tests
- Motivating employees' motivation and providing suitable working conditions
- Organization and management of human resources time
- Systems and management of training

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Key concepts in the control of personnel and human resources systems
- The organization is an integrated, interactive system that is open to its environment
- Structure and roles of hierarchical levels in the organization
- Human Resources and Personnel Management and Adaptation with Strategic Options

DAY 2

- Planning the workforce in the short, medium and long term
- Attracting human materials and improving the image of the organization
- System testing and recruitment



DAY 3

- Wages, compensation and incentive system
- Motivating the motivation of workers and providing working conditions
- Organize and manage time

DAY 4

- Training system and management
- Selection of administrative leadership and information and communication system
- Effective staff evaluation and management system

DAY 5

- Treatment of surplus labor and labor leave
- Scientific cases and exercises



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