



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Preparation and development of functional competencies

Objectives

- Help HR staff to judge the extent to which human resources contribute to the achievement of the Organization's objectives
- To identify the characteristics of the creative and distinguished organizations that need organizations to work
- Identify the human resources management system
- Identify the pillars on which HR managers are based
- Knowledge of management excellence skills, evaluation and improvement of work results
- Why the imperative of excellence and improve the results of work
- Identify interviewing skills
- How to perform functional tests
- How to evaluate staff performance

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

- System to evaluate and improve the results of work
- Excellence and administrative improvement in light of global changes
- Aspects of excellence and administrative improvement
- The inevitability of excellence and improvement of work results
- The basic principles on which excellence and administrative improvement are based



DAY 2

- The pillars on which human resources managers are based to achieve excellence and creativity
- Concept, importance and objectives
- Human resources management system
- Different approaches to human resources management developments.
- Principles and foundations of human resource management

DAY 3

- Concept and importance
- The stages of manpower planning
- Of human resources planning
- Attracting the creative workforce
- Stock of skills and methods of forecasting human resources
- Human resources planning difficulties and how to address them

DAY 4

- Selection and recruitment system
- Scientific steps of selection and employment
- Conduct psychological, practical and editorial tests
- Interviewing skills
- Test the values as the basis for placing the right person in the appropriate jobs
- Features of creative and distinct

DAY 5

- Performance Standards
- Importance and uses
- Develop performance measures
- Methods of evaluating performance
- Prejudices and how to overcome them
- Assessors.
- Practical cases and exercises.



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