



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Organization and training of manpower

Objectives

- This course aims to shed light on the excellence of management, innovation and creativity in the development and management planning in modern organizations, while presenting experiences and requirements in developed countries in the field of excellence, creativity and innovation and discussing the development projects presented by the participants in the course.

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

- Features of the globalization era and their impact on organizations.
- Technological, economic, cultural and social challenges.
- The future vision in light of the challenges of the globalization era.
- Keys Manager to Global.

DAY 2

- Objectives of human resources management.
- Tasks of human resources management.
- Challenges to human resources management.
- The role of human resources management in light of globalization.



DAY 3

- The importance of human resources planning
- Factors Affecting HR Planning Process
- The basic model of human resources planning.
- Steps of human resources planning.
- Methods of forecasting human resources.
- Analysis of the supply and demand side of human resources

DAY 4

- Function analysis and its importance in modern organizations.
- Analysis of work and administrative performance.
- Methods of analyzing jobs in different organizations.
- Methods of analysis of work.
- Describe functionality and build optimal performance levels.

DAY 5

- The importance of career planning in organizations.
- Key variables affecting career planning.
- Responsible for career planning.
- Methods used to discover career paths.
- Route maps or staff ladder.
- Track career management.



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