أكاديمية الزمالة العربية البريطانية

# Arab British Academy Fellowship

## A.B.A.F

# Best competencies and effective performance management

## Objectives

- Participants were given the skills to discover, interview, interview and select applicants.
- To introduce participants to scientific aspects and practical approaches in human resources management.
- Enhancing the skills and abilities of participants in the management of polarization, selection and recruitment policies and their relationship to other human resources policies such as job descriptions and business analysis.
- Provide participants with the methods and tools to apply selection policies, conduct interviews and examinations, and identify job title and administrative level.

## 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

- The modern concept of human resources management.
- Objectives of human resources management.
- Identify polarization and recruitment strategies as part of human resources strategies

### DAY 2

- Human Resources Planning.
- Function Analysis.
- Job description.
- Human Resources Requirements (Quantity and Quantity)

## DAY 3

- The concept of polarization.
- Objectives of polarization.
- Polarization policies.
- Strategy of polarization success.
- Evaluation of internal and external sources of polarization.
- Calculate the costs of polarization.

## DAY 4

- Basic problems in the selection process.
- Responsibility for selection and appointment.
- Professional and psychological tests for selection and appointment.
- Steps of selection and appointment.
- Modern methods of selection.
- Interviews and their types.
- Discover the opposite of body language.
- Negotiation skills in selection and appointment sessions.
- Recruitment procedures and recruitment of a serious employee

## DAY 5

- Shorten recruitment time
- Reduced recruitment costs
- Achieve wider dissemination
- Latest filter tools
- Provide opportunities to show the company's brand and advantages
- Event management tools
- Maintain confidentiality
- Open up the initiative
- To build a reference database

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