



أكاديمية الزمالة العربية البريطانية
Arab British Academy Fellowship
A.B.A.F





Employment, termination and discipline methods

Objectives

- The participation of participants and participants in the ability to develop human resources through attention to modern methods of selection and recruitment and employment.
- Identify the latest mechanisms of human resources work and identify best practices in assessment and evaluation of performance.
- Changing participants' attitudes and participations towards effective performance and thinking efficiency.
- Design the basic and main rules of the sanctions and sanctions regulations effectively.
- Preparation of excellence plans in the performance of human resources management in line with the overall quality standards.

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 role of human resources in contemporary organizations.
- Human resources as an effective intellectual capital.
- The importance of human resources as a competitive input to GATT agreements.

DAY 2

- The basics of selection and recruitment.
- Basic stages of selection and employment.
- The most recent trends in human resources management practices



DAY 3

- Recent criteria for selection and recruitment.
- The practical and scientific importance of job analysis in recruitment and recruitment processes.
- Methods of preparing and reviewing the job description and the skills required for the job and the selection.
- Modern mechanisms of selection, recruitment and polarization

DAY 4

- an introduction.
- Traditional methods of job evaluation and wage determination.
- Effective modern statistical methods for job evaluation and wage assessment.
- Advanced criteria and indicators to be available in the regulation of sanctions and penalties.
- Modern legal overview of sanctions and sanctions regimes (disciplinary systems).
- Integrated Framework for the Foundations and Criteria of Disciplinary Systems.

DAY 5

- Termination of service.
- The main and different reasons for termination.
- Modern methods of dealing with the termination process.
- Quality standards and ISO systems in determining termination methods.
- Integrated finalization of termination processes.
- The role of human resources management after completion of termination operations



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