



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





The latest means of attracting talent

Objectives

- 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 concept of human resources management
- Definition of policies of polarization, selection and appointment
- The concept of human resources planning
- The modern concept of human resources management
- What is meant by attracting human resources?
- Objectives of polarization and elements of the process of attracting human resources
- Strategies for the success of polarization
- Internal sources and external sources of polarization



DAY 2

- Selection and appointment of human resources and the steps followed in the recruitment selection process
- Job analysis to facilitate the selection and appointment process
- Practical problems that accompany selection and recruitment processes and opportunities to overcome them
- The benefits of proper choice
- Interviews, types and factors influencing selection and appointment interviews

DAY 3

- The art of good interview preparation and effective interviewing skills
- Models of interview questions and obstacles to the success of interviews and ways to overcome them
- Time management skills in interviews
- Procedures for appointment and reception of the new employee
- Relationship of polarization policies and selection of human resources planning
- Human resource requirements (as and what)
- Function Analysis

DAY 4

- Job Description and Job Classification
- Identify sources of access to human resources
- Methods of polarization
- The benefits of proper choice
- Responsibility for selecting individuals
- The information required by the selection process

DAY 5

- Steps of the selection process
- Methods of selection (interview, tests ..)
- Specify the name and the functional level
- Determination of salary and allowances



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