



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Recent trends in personnel

Objectives

- Labor Force Analysis.
- Develop career route plans.
- Preparation of career development plans.
- Analysis, evaluation and classification of posts.
- Study, analyze and develop systems and methods of evaluating job performance.
- Preparation of training regulations, policies and procedures.
- Preparation of procedures and models of human resources operations.

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

- Human assets.
- Stages of strategic planning.
- Human resource planning problems in organizations.
- External Factors Affecting Labor Force Planning.
- Replacement maps.

DAY 2

- Performance evaluation.
- Career Path.
- job description.
- Occupancy mode.
- Training and development.



- Strategic Planning.
- Skills.

DAY 3

- Definition of development.
- Career development process.
- Evaluation side of career development.
- Advice and guidance.
- On-the-job training.
- Functional rotation.

DAY 4

- Functional description requirements.
- Link description to career development.
- Workers' Handbook.
- Fill in the posts

DAY 5

- Methods of job analysis.
- Training programs ..
- Planning of career succession.



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