





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







## **Total Job Quality**

### **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?

- Quality supervisors
- Directors and Heads of Departments
- Executives
- Quality sector staff
- 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.
- Methods of job analysis

#### DAY 2

- Performance evaluation.
- Career Path.
- job description.
- Occupancy mode.



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- Training and development.
- Strategic Planning.
- Skills.
- Planning of career succession.

#### DAY 3

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

#### DAY 4

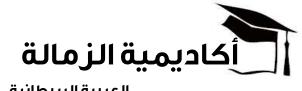
- Functional description requirements.
- Link description to career development.
- Workers' Handbook.
- Fill in the posts.

#### DAY 5

- The concept of job description.
- Duties Authorities Responsibilities.
- Quality groups.
- Elements of the regulatory framework and the importance of characterization as a basis for increasing the efficiency of the human element.
- Practical steps to prepare organizational structure and reorganization and its impact on job
  descriptions and rankings. Foundations and criteria for the analysis and characterization of jobs
  in the light of changes in the structure of employment.
- Performance rates, functional decisions and practical application problems.
- The scientific bases governing the formation of specific functional groups in organizations.
- Analysis and characterization of jobs as a basis for individual project policies (selection policies, training, incentives, etc.).
- Analyzing, characterizing, arranging and evaluating jobs as a basis for workforce planning.
- Analysis, characterization, ranking and evaluation of posts as a basis for staff promotions.
- Evaluation indicators Staff promotion factors
- Information systems.

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