



أكاديمية الزمالة
العربية البريطانية



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





International Accounting Standards

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?

- All employees working in finance departments
- Senior accountants and financial supervisors
- Financial Managers
- Financial observers

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
- 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
- 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 2

- Strategic Context
- Imagine people's management, culture and style
- Strategic Planning Process - Leadership Practices
- Performance Management Course - Getting Results
- Performance planning and documentation process

DAY 3

- Development and measurement of performance rating criteria
- Set goals and motivate the team
- Examples of key performance indicators
- Practice skill in setting goals using consultative planning
- Analysis and reporting of the management information gap

DAY 4

- Evaluation process
- Training basics
- Performance training skills
- Practice skills using situational training methodology
- Routing methods
- Exercise skills
- Addressing poor performance

DAY 5

- Dealing with differences
- Conduct professional disciplinary hearings
- Exercise skills
- Implementation of personal learning plans



أكاديمية الزمالة
العربية البريطانية



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

