



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Organizational Constraints

## Objectives

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- Participants and participants gain the ability to develop human resources and invest in human capital.
- Learn about the latest mechanisms of human resources work and identify best practices in the development of human resources.
- Provide participants and participants with basic information on the excellence models applied in the development process.
- Define the basic needs of applying the development accompanying ISO systems and the overall quality.
- Design of training programs according to scientific methods.
- Designing programs and training centers in a sound scientific manner ensures the achievement of excellence through the staff of human resources management.
- Identify the modern methods in preparing the organizational structure as an essential step of development and organizational excellence. .

## Who Should Attend?

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- 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

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### DAY 1

- The features of contemporary organization
- SHORT RESOURCES as an input to competitive advantage.
- The role of human resources management.
- Intellectual capital.
- The importance of human resources management.
- The most important transformations in human resources management practices.



## DAY 2

- Forecasting of human resources.
- Ways of dealing with demand and supply of labor in cases of surplus and disability.
- The merits to determine the kinds of jobs required.
- Use the criteria of credibility and consistency in the selection of employees.
- Analysis gauges the yield of employment.
- Criteria for measuring the productivity and cost of workers.
- Developed ways to measure the rotation rate of employment.

## DAY 3

- The importance of human resources planning.
- Objectives of human resources planning.
- Who is in charge of human resources planning.
- Structure of human resources planning data.
- Forecast employment needs.
- Advanced methods in predicting supply of labor.
- Integrated human resources planning frameworks

## DAY 4

- Function Analysis.
- Stages of functional analysis
- Functional analysis methods
- Classification and division of functions.
- Job description analysis uses.
- Elements of the job description card.
- ISO systems and standards to be available in job analysis and job description.

## DAY 5

- Strategic Training Concept.
- The relationship between training and investment in human capital.
- Modern methodology of training operations and requirements.
- Modern thinking in planning for strategic training.
- Basic criteria for measuring return on strategic training.
- Evaluation tools and evaluation of return on investment in strategic training



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