

## Human Resource Management

This coursework provides participants with innovative skills, behaviors and strategies for recruiting employees, reducing employee turnover, promoting employee development and retaining a talented, flexible and diverse workforce. After completion of this course participants will be able to create an environment that fosters professional satisfaction and encourages employee development—a crucial component in helping organizations ensure a true and sustainable competitive advantage.

### Course Outline

- HRM & The Organization
- Human Resource Planning
- Recruitment & Selection
- Performance Appraisals
- Compensation Schemes & Benefits

### Who Should Attend

Middle to superior staff such as:

- HR professionals
- Supervisors
- Team leaders
- Senior managers

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Course Duration

The standard duration of this course is 12 contact hours.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the importance of Human Resource Management to the organization
- Appreciate the key functions associated with Human Resource Management
- Implement a Human Resource Planning Process
- Understand the importance of Recruitment and Selection
- Detail the main types of Compensation and Benefits Systems
- Implement an effective Performance Appraisal Process
- Understand the function of Training and Development and its importance to the organization

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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