

I am Certified Business Professional

The CBP™ Human Resources Management Training and Certification program is geared towards the individuals looking to learn how to manage employees and motivate them - as organizations' assets- in today's business environment, so that they can perform better. In this course, students will be provided with the essential information and skill sets required to conduct effective HR practices.

The CBP™ Human Resources Management Certification equips the business professionals with the best HRM practices and that develops their roles as per the organization's mission statement and vision.



Description

The CBP Business Communication manual covers the following topics:

- Introduction to Human Resources Management
- Team Building and Recruitment Process
- Motivating Employees
- Disciplinary Process and its Legal Aspects
- The Value of Assessing Performance
- Providing and Receiving Feed Back
- Strategic Human Resources Management
- Managing Health & Safety at Work

Course Objective

Successful completion of this course will increase your knowledge and ability 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
- Implement an effective Performance Appraisal Process
- Understand the importance of health and safety in the organization

Who Should Attend

This course is designed for candidates who wish to specialize in Human Resource management

Prerequisites

This course requires that students meet the following prerequisites:

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

Course Duration

The standard duration of this course is 16 contact hours. Contact hours scheduling may vary depending on your requirement.

Certification Testing

This course helps you prepare for the following certification test CBP E50-710.

- Achieving more than 70% in the test conducted at the end of the course

Arrange to take the certification test for this course within six weeks of acquiring the course materials, as exams are updated regularly in accordance with current versions.

Upon completing the course, you will possess the training and skills required to achieve the CBP professional certification or the CBP Master Execution certification

Approvals & Accreditation

- The Ministry of Labour, Kingdom of Bahrain
- International Business Training Association (IBTA)

For more information please feel free to contact:

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