

An HRCI Approved Programme



Certified Human Resources Professional

Mastery of Generally Accepted Technical & Operational HR Principles



Earn 25 Re-Certification Credits from HRCI

**OUR MAJOR
TRAINING
VENUES**

| | | | | |
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| Abu Dhabi | Amsterdam | Bangkok | Barcelona | Budapest |
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| Johannesburg | Toronto | Sydney | Mauritius | Singapore |

PROGRAMME OVERVIEW



Gain insight into HR policies and processes, personal leadership, communication and proactively work with internal customers. The result? Know how to take responsibility for the effective implementation, maintenance, and improvement of HR systems, policies, and procedures that support business objectives. Certified Human Resources Professional course will provide a broad range of administrative, operational, and technical skills and knowledge required for the early stage in your HR career to ensure you add tangible value. Delegates will learn the skills and competencies needed to be efficient and productive within the key areas of talent acquisition, HR administration, shared services, compensation, benefits, employee relations and risk management, HR information management talent management, and development.

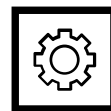
LEARNING OBJECTIVES



Understand the talent acquisition processes and industry best practices



Learn the activities and the process of HR administration and shared services



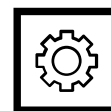
Gain knowledge of efficient talent management, employee engagement, and developments



Understand the total reward systems, including compensation, benefits and employee experiences resulting in better organisational results.



Learn how to ensure workplace safety, legal compliance, employee satisfaction and business continuity



Understand the process and HR information management

COURSE CONTENT



Module 1: Talent Acquisition Process & Best Practices

- Job Analysis Process - Understand Organisational needs & Define Requirements
- Recruitment Best Practices (sourcing tools and job market trends)
- Market Situation & Talent Pool Availability (internal and external)
- Interview and Assessment Methods
- Recruitment Effectiveness Measurement (time-to-fill, cost-per-hire, etc.)
- Overview Of Compensation and Benefits Methods (market reference ranges/pay tiers, compa-ratio, fringe benefits)
- Applicant Tracking, Offer & Contract Techniques

Module 2: HR Shared Services Administration

- Organization Policies, Procedures, Ongoing Programs, and Other Engagement Activities
- Recordkeeping & Handling Sensitive Personal Data
- Leave Management Policies, Processes, and Benefits Administration
- Successful Employee Onboarding & Offboarding Process and Management
- Employment Lifecycle Management
- Effective Communication to Keep Employees Engaged (Updates, Changes, Organization News)
- Organisation Values, History, Organisational Structure

Module 3: Talent Management and Development Administration

- Measurement tools for organisational development programs (surveys, market trends, reporting...)
- Analysis of Job Roles and Competencies
- Succession Planning Programs Overview
- How To Execute Organization's Performance Management Strategy?
- Administration of Employee Participation & Engagement Activities
- Administration of Learning & Development Programs

COURSE CONTENT



Module 4: Compensation, Benefits, and Work Experience

- Benefits and compensation strategy and their connection to HC strategy
- Administration of recognition and rewards programs
- Methods to align and benchmark compensation
- Employee Value Proposition (EVP), culture and brand
- Pay structure techniques

Module 5: Employee Relations and Risk Management Process

Overview

- Workplace Safety Guidelines
- Employment Laws and Guidelines
- Employee Handbook and Organisation Policies
- Internal and External HR Compliance Audit Process
- Disaster Recovery and Business Continuity

Module 6: HR Information Management

- HR Process and IS Management Overview
- Process Analysis & Alignment with Organisational SOP
- HR Reporting Tools and Systems
- Change Management Tools and Techniques
- User Access Rights Management

**Wish to explore the
schedules and
register?**

Check Out

Call Now.
+ 971-54-4590666





WHO SHOULD ATTEND?



A program on design that focuses on people

This course is designed for the professionals mastering the skills of the technical and operational aspects of HR management, including:

- HR professionals looking to enhance & validate professional-level competency, knowledge, and skills.
- HR Practitioners looking to propel their careers internationally
- Professionals of other disciplines have performed HR duties and are looking to upgrade & validate their HR competency, skills & knowledge.

- This programme is available in physical and online format.
- The duration of the physical format is for 5 days
- The online format consists of eight sessions of 1.5 hours each, plus 15 minutes for Q & A and group work, over twelve days.

TRAINING METHODOLOGY



Pre & Post-course assessments will be used to measure the effectiveness of this training and measure the skill and ability of participants.

This highly practical and results-oriented Certified Human Resources Professional course is based on the adult learning concept. The facilitator will give input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations; role play and much practice to enhance learning. There will be ample time for Q&A, discussions with 'return to work' action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.



PROMISE
TRAINING & CONSULTANCY

OUR TRAINING CATEGORIES

Administration, Office Management & Secretarial ✓

Contract Management ✓

Customer Service Management ✓

Electrical Engineering ✓

Finance, Accounting & Budgeting ✓

Human Resource Management (HRM) ✓

Health, Safety, Environmental & Security ✓

Management, Leadership & Strategy ✓

✓ Mechanical, Instrumentation & Process Control

✓ Maintenance Engineering

✓ Oil, Gas, Chemical & Process Engineering

✓ Procurement, Logistics & Supply Chain

✓ Personal Effectiveness / Soft Skills

✓ Project Management

✓ Public Sector Programs




✓ 10 Day Seminars



PROMISE TRAINING & CONSULTANCY FZE

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