



**Strategic Human  
Resources Management**

# Course Description:

- Globalization, technological change and hyper competition and their impact on strategic management and organization are widely discussed within the scientific community.



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## The Training Course will highlight:

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- In this course, participants will gain insight into special fields of Human Resources Management (HRM). They will get a deeper comprehension about the strategies and structures of the company concerning HR policies and how to deal with. They will be enabled for a better understanding of leading and motivating people.

# Course Objective:

- Understanding the main functions in HRM
- Being familiar with the best practices for managing performance and creating compensation
- Apply the functions of recruitment and selection and follow the main steps in attracting and hiring qualified candidates.
- Learning how to analyze HR issues and develop action plans

# WHO Should attend?

- HR Managers
- Supervisors
- Executives
- Anyone involved in HR planning
- Anyone who is or will be responsible for human resources management



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# Training Methods:

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- This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;
- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

# Course outline

- **DAY 1:**
  - Definitions and objectives of HRM
  - Characteristics of effective HR management
  - The Role of HR
  - A useful historical review of personnel/HR
  - HR's role in today's workplace and beyond
  - HR as a strategic business partner
  - Organizational and external trends and challenges
- **DAY 2:**
  - The HR Function
  - Key functional HR tasks in any organization
  - HR functional responsibilities in small, midsized and large organizations
  - How HR relates to non-HR functions
  - HR, non-HR and shared employee-related functional activities
  - HR trends and challenges
  - Examples of HR organization charts

# Course outline

- **DAY 3:**
- Organizational and Employee Development
- Respective responsibilities
- Career development
- Succession planning
- Trends and challenges in organizational and employee development
- Employee retention strategies
- Types of employee training
- Identification of training needs
- Design and delivery of training
- Effectiveness of delivery methods
- Evaluation of training effectiveness
- levels of training evaluation

# Course outline

- **DAY 4:**
- Legal Responsibilities
- HR and managerial legal responsibilities
- Employment-related federal legislation
- Legal terms and their impact
- Questions and categories to avoid during the employment process
- Legal trends and challenges
- Automatically unfair dismissal
- Compensation - current developments
- Rights of representation
- Disciplinary procedures
- A fair disciplinary procedure
- Understanding the new legislation
- Dealing with conduct and capability

# Course outline

- **DAY 5:**
- Employees' rights
- Managing attendance
- The legal dimension
- Procedure for dealing with long-term absence
- Return to work interviews
- Medical certificates
- Unfair dismissal
- Types of dismissal