Course: HR Skills for HR Assistants

Code	City	Hotel	Start	End	Price	Language - Hours
473	Hong Kong	Hotel Meeting Room	2024-12-30	2025-01-03	5450 €	En - 25

The Course

HR is becoming one of the most critical and strategic functions in the organization. To allow the organization to get the most form this area you need well trained and prepared staff in HR.

This programme is designed to cover all aspects of the work of a modern HR (or Personnel) department and is designed to serve as an introduction to HR for newly appointed HR Assistants or alternatively as a refresher for those with two or three years service.

The subjects covered will include all aspects of a modern employment policy presented from the point of view of the HR function.

Subjects covered will include:

- Nationalisation
- Assessment Centres
- Change Management
- Competencies
- Employee Relations
- Job Evaluation
- Performance Management
- Recruitment and Retention

The Goals

Following completion of this unit, you will know how to:

- Explain the role and purpose of the HR/Personnel function
- Develop HR policies which meet the strategic aims of your organisation
- Apply HR practices which fit the needs of your organisation
- Develop a set of HR policies that will reflect the context of the Middle East
- Adapt the practices currently in place in the West
- Identify critical issues in your organisation that will need to be addressed
- Develop a high performance culture
- Develop a harmonious relationship between HR and the line

The Benefits

- Write a modern HR policy
- Identify the practices which are appropriate to a particular organisation
- Become familiar with the key aspects of HR strategy
- Apply the key principles and practices involved in HR strategy, Recruitment and Selection, Induction, Retention, Performance Management, the use of Competencies and Training and Development, Discipline and Grievance Handling
- Make connections between performance management and merit pay
- Identify best practice in HR
- Draw distinctions between the role of HR and the role of the line manager

The Results

- HR in context and relationship with the rest of the organisation
- The essential parts of the HR Function
- Absence Management – Change Management
- Coaching – Employer of Choice
- e-Learning – Internet and Email policies
- Job Evaluation – Performance Management

- Recruitment – Work-Life Balance

The Core Competencies

There are many basic competencies that will be covered in this workshop.

Amongst the important are:

- Assertiveness
- Influencing skills
- Interpersonal skills
- Listening skills
- Personal organisation
- Presentation skills
- Questioning skills
- Working co-operatively
- Writing skills
- Adaptability
- Creativity
- Impact and influence
- Interpersonal understanding
- Planning and organising
- Relationship building
- Teamwork
- Written communication

The Programme Content

Day One

HR in context and relationship with the rest of the organisation

- The Context for HR in the Middle East

- Absence Management
- Alcohol and Drug Abuse
- Assessment Centres
- Bonus and Incentives
- Business Travel and Expenses
- Career Breaks and Sabbaticals
- Change Management
- Competency Frameworks

Day Two

Employee Relations – Employer of Choice

- Coaching

- Codes of conduct
- Communications
- Competency Frameworks
- Consultation
- Clothing and Dress Codes
- Disciplinary Procedure
- Employer of Choice
- Employee Relations
- Handling Disciplinary and Grievance Issues
- Harassment Policies

Day Three

Recruitment – Work-Life Balance

- Recruitment

- Redundancy
- Relocation
- Retention
- Salary Scales
- Succession Planning
- Suggestion Schemes
- Sick pay schemes
- Training Strategies
- Union Recognition
- Work-Life Balance

Day Four

Job Evaluation – Performance Management

- Job Evaluation
- Leadership Competencies and Development
- Long Service Awards
- Merit Reviews
- Mentoring
- Nationalisation
- Overtime
- Performance Management

Day Five

e-Learning – Internet and Email policies

- e-Learning

- HR Intranets
- Employee Assistance programmes
- Employee Attitude Surveys
- Equal Opportunities
- Exit Interviews
- Giving and Receiving Feedback
- International Assignments
- Internet and Email policies

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.