



## Human Resource & Training



**SCANDINAVIAN ACADEMY**  
Training and Development

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# Course: Certificate in Human Resources International

Code	City	hotel	Start	End	price	Hours
234	Vienna (Austria)	Hotel Meeting Room	2024-05-13	2024-05-17	5450 €	25

## who should attend

**Certified Human Resources Manager Program designed to suit the needs of:**

- Public and private institutions HR managers
- HR employees who are looking for leadership positions in their field.
- Project managers who are looking to gain skills, knowledge and experience of human resources management within the project.
- Entrepreneurs; owners of small and medium enterprises who are interested in developing human resources in their institutions whatever its field.
- Administrative leaders of government and private institutions.

## Introduction

Strategic success of business and companies depends on the capability to hire the most qualified and skillful individuals, then retain them and develop the institutional frame capable of growing businesses and individuals permanently and continuously together.

From here, this program based on the latest theories in the field of human capital comes to provide specialists with helpful tools that help them to provide employees with appropriate self-preparation and the professional skills capable of building these companies.

## Program Goals:

**By the end of the program, it is expected that the participant should be able to:**

- Identify human resources, the main list, tasks and responsibilities.  
Alignment between human resources and work with organizational strategy.
- Introduce competency-based approach and the main tasks of the Human Resources Department.
- Assessing the effectiveness of the HR job through related human resources, and key performance indicators record.
- To be certified HR director according to project evaluation.



## Out line

### **Human Resources Management**

- Human resources management strategies
- Human resources management based on competencies
- Evaluate the effectiveness of human resources
- Building human resource management strategy

### **Human Resource Management**

- Definition.
- The main jobs in the field of human resources.
- The roles and responsibilities of each job.
- Centralized versus decentralized in human resources management.
- Outsourcing in the field of human resources.

### **Human resources management strategies**

- Planning strategies in human resources.
- Linking between human resources and business management.
- Training and development.
- Performance, wages and services evaluation.

### **Human resources management based on competencies**

- Competencies: its history, definition, and types.
- Selection based on competencies.
- Training and development based on competencies.
- Performance based on technical, managerial and leadership competencies.

### **Evaluate the effectiveness of human resources**

- Job recruitment and selection system.
- Salaries and incentives system.
- Personnel system.
- Training and development system.
- Performance evaluation system.

### **Building human resource management strategy**

- Human capital management.
- Strategic role of human resources.



- Human resources department jobs.
- Dynamic environment for human resources department.
- Human resources as a strategic partner.
- New heights in human resources.



**The Scandinavian Academy 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 buffet sessions for light meals during lectures.