

One World, One University



الماجستير المهنى المصغر إدارة الموارد البشرية  
Mini MBA IN Humanity Resources Management

متوفر باللغة  
العربية



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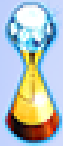
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## Aims:

- Planning human resource needs
- The concept of human resources planning.
- The importance of human resources planning.
- Factors that affect the human resource planning process.
- Responsibility for human resources planning.
- The basic model for human resources planning.
- ❖ Obtaining, training, motivating and promoting human resources
  - Human resources are an asset of the organization.
  - Choose methods of dealing with human resources to ensure their effectiveness and increase their ability to achieve goals.
  - Modern concepts and knowledge in the field of human resource management.
  - Determine the capabilities needed to deal with the organization's environment related to the labor market.





❖ Planning and developing the career path of human resources

- Evaluating performance at the individual level.
- Evaluating performance at the job level.
- Human resource systems assessment.

❖ Managing the training and skills development of human resources managers.

- Standing on the general policies of human resources management.
- Review of concepts, practices and models of human performance technology.
- Identify the importance of training in the general strategy of the organization.
- Standing on the arts and skills of measuring the effectiveness and efficiency of training, especially from the economic and quantitative aspects.





- ❖ **Modern methods of developing and building human capabilities**
  - Focusing on the importance of career path planning as a concept and practice.
  - Study and reduce the organizational factors affecting the performance of human resources.
  - Identify the importance of strategies dealing with cultural diversity and the globalization of jobs.
- ❖ **Human resources strategy in light of globalization variables**
  - Features of development, whether at the level of society or its organizations or institutions.
  - The concept of human capital.
  - Community capital expresses the concepts of banking, political, intellectual and cultural capital.
  - The necessity of building human capacities in order to achieve development.





## ❖ General policies for human resources management

- The necessity of teamwork.
- The learning organization that works by learning from its experiences and those of the pioneering organizations.
- The organization must secure and practice decentralization, participation, and cultural diversity, and promote strategic direction, creativity and innovation.

## ❖ Human resource technology and human performance

- The functions and policies of human resources management must be reconsidered in order to achieve the desired efficiency and effectiveness.
- Emerging issues in managing and developing human resources in Arab organizations in order to achieve a higher level of performance and productivity in the public and private sectors and civil society institutions.





- The economic, financial and marketing dimension of human resources management
- Allocating the necessary investments to train and develop human resources.
- Linking training and productivity.
- Paying attention to training leaders in civil society institutions and unions.

### Selection of competencies as an approach to reduce the cost of training

- The development of positive behavioral trends in dealing with human resources.
- Selection of the management competencies of the organization.
- Realizing the efficiency and effectiveness of the competitiveness of any organization, as it contributes to the success of the services or products it provides by selecting creative and successful workers in performing their duties







❖ **Features and challenges of the era of globalization for the new business system**

- The necessity to prepare workers to deal with modern technology and to provide all new services or products, so that outstanding performance must be demonstrated.
- The attention of the human resources department to contribute effectively in providing the satisfaction of all parties and building a good reputation.
- The role of human resources management in dealing with the challenges of the third millennium, which are globalization, quality, information technology, and the cultural and social challenge.

❖ **Theme I: planning the needs of human resources**

- **ANALYSIS** human resource needs.





- Reducing changes in the labor market (supply and demand sides).
- Reducing jobs.
- Job description and job incumbent specification.
- ❖ Theme II: acquiring, training, motivating and promoting human resources
  - Obtaining and selecting human resources.
  - Staff training and development of their capabilities.
  - Motivating employees and designing wages and benefits packages.
  - Personnel promotion, promotion policies, and compensation system.
- ❖ Theme III: planning and developing the career path of human resources
  - The concept of the career path and its development.
  - The importance of career path planning.







- The main variables affecting career path planning.
- Classification of the administrative career.
- Responsibility for career path planning and development.
- Methods used to discover career paths.
- The main steps for planning human resources.
- Methods for forecasting human resources at the level of the organization.
- Reducing the available supply of human resources.
- Determining the surplus or deficit of human resources.
- Applications and discussions.
- Maps of the path or career ladder.
- The career cycle of workers.
- ❖ **Theme IV: management of training and developing the skills of human resources managers**
- Defining the concept of training, its objectives and its importance in government agencies and departments and the private sector.
- Contemporary environmental challenges and the global variables they face.





- The different activities and functions and the complementary nature of the human resource management functions.
- The position and role of government agencies in the function of human resources management.
- The various policies for managing, organizing and motivating human resources:

❖ **Selection and appointment policy.**

- Wage and incentive policy.
- Job description and evaluation policy.
- Human resource planning policy and career path determination.
- Training and development policy.
- Linking training and development to the human resource development strategy.
- Performance-oriented training.
- Guidance towards training and development.
- Determining training directions.
- Evaluating the reality of training and its problems in Arab organizations.





## ❖ Theme V: Modern methods of developing and building human capabilities

- The importance of human resources management and its role in achieving the institution's strategy.
- Strategic planning for human resources.
- The main functions and tasks of the human resources department.
- Recruitment and selection of employees.
- Classification and job description and wage determination.
- Identifying training needs and evaluating training.
- Job design and job enrichment.
- Evaluation of the job performance and the relationship with employees





- ❖ Development of human resources management:
  - A program of linking the career path with training.
  - Motivation systems.
  - Human resources information systems.
- ❖ Theme VI: Strategic management of human resources in light of globalization variables
  - Strategic planning for the organization and its human resources.
  - Intellectual capital and its relationship to knowledge management.
  - Intellectual capital, cultural diversity and globalization.
  - Creativity and empowerment from a human resource management perspective.





- ❖ Theme VII: General policies for human resources management
- ❖ Centralization and decentralization of human resources management.
  - Selection and appointment policies for senior management leaders.
  - Policies for evaluation, rewards, transfer, promotion and training.
  - Career path planning.
- ❖ Theme VIII: Human Resources Technology and Human Performance
  - Human performance technology and its relationship to human resources policies.
  - Intellectual and applied models in human performance technology.
  - Learning organizations / knowledge management.
  - Balanced performance card for human resources.





❖ Theme IX: The economic, financial and marketing dimension of human resources management

- Investment, training and development of human resources.
- Productivity and training.
- Quantitative measures of training effectiveness.
- Marketing strategy for training programs.

❖ Theme X: Choosing competencies as an approach to reduce the cost of training

- The role of human resources management in selection, recruitment and training.
- Using the technological option in the selection and recruitment activities.
- Elements of the role of selection and development of recruitment mechanisms.





- Means and mechanisms for measuring capabilities and selection and recruitment mechanisms.
- Alternatives, validity of approval, selection and employment problems, and application cases.
- Advantages and caveats of using, recruitment options and selection mechanisms.
- ❖ **Theme XI: Features and challenges of the era of globalization on the serious business system**
- Strategic management of human resources in light of globalization variables.
- Human resource planning in achieving the competitive advantages of the organization.
- The effect of career path planning and development on the psychological satisfaction of human resources and the achievement of job security.
- Empowerment of employees and the requirements of applying this system in organizations.







- The role of job enrichment in achieving employee loyalty in light of reducing the volume of employment.
- The development of human resources and the development of creative departments.
- The psychological contract between human resources and the organization.
- ❖ **Participants:**
  - Senior administrative leaderships in the governmental, private and civil society sectors.
  - Managers and heads of human resources departments.
  - Managers and heads of personnel affairs.
  - Managers and heads of administrative development departments.
  - Managers and heads of administrative affairs departments.
  - Managers and heads of power planning.
  - Training managers, departments, heads of departments, and specialists in organizing and developing working methods of work.
  - Employees of each of the departments of human resources, administrative affairs, personnel affairs and administrative development

