



## Strategic Human Resources (HR) Management

Website: [www.btsconsultant.com](http://www.btsconsultant.com)

Email: [info@btsconsultant.com](mailto:info@btsconsultant.com)

Telephone: 00971-2-6452630

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# Strategic Human Resources (HR) Management

## Introduction:

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

## Who Should Attend?

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

## Methodology:

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

## Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

## Program Objectives:

- 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

## Contents:

### **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, midsize 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

### **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

### **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

#### **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