

Essentials of Human Resources Management &
Development

Dubai (UAE)

20 - 24 July 2025

UK Training

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Essentials of Human Resources Management & Development

Code: HR28 From: 20 - 24 July 2025 City: Dubai (UAE) Fees: 3900 Pound

Introduction

Now, more than ever, HR professionals need new skills and a whole new set of competencies: technical, behavioral, and emotional, in order to be able to deliver strategic and tangible results. This course will enable you to transform yourself and your HR department into a business partners capable of delivering results and adding value to your organization.

Course Objectives

- Demonstrate a thorough understanding of the nature of HR as a managerial function.
- List all HR functions and responsibilities and identify their contributions to organizational success.
- Play the four new roles that make HR a credible business partner in a modern organization.
- Create an HR strategy that is aligned with the overall organizational strategy.
- Measure the contribution of HR to the bottom line in both profit and non-profit organizations.
- Assess the effectiveness of the human resources function through the use of 'SMART' Key Performance Indicators KPIs and indices.
- Demonstrate how a competency framework can increase the effectiveness of the HR function.
- List the core competencies of an HR professional.

Course Outlines

Day 1

Human management: An overview

- Definition and objectives of modern HR management.
- HR management now and then.
- The main functions of HR management.
- Organization.
- Resourcing.
- Climate and culture.
- Training and development.
- Performance management.
- Total compensation management systems.
- Personnel administration.

Day 2

Competency-based HR management

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) in gold and silver. The board is white and black, and the pieces are arranged on the board. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- Competency definition.
- Types of competencies.
- The different competency components.
- Competency-based recruitment and selection.
- Competency-based training and development.
- Competency-based performance management.
- Benefits of competency-based HR?

HR business partner

- Four new roles to play.
- Management of strategic HR.
- Management of firm infrastructure.
- Management of employee contribution.
- Management of transformation and change.
- Basic HR competencies required to play the four roles.

Day 3

Recruitment Planning

- Adopting a 'talent culture'.
- Aligning our people requirements to business strategy.
- The importance of creating a recruitment plan.
- Recruitment and becoming an Employer of Choice.
- Utilizing employee branding.
- The recruitment process and the role of HR and managers.
- Job descriptions, job analysis, and establishing the package.
- Workforce planning.

HR business partner and emotional intelligence

- The fundamental emotional intelligence framework.
- The emotionally intelligent HR business partner.

Day 4

Job analysis, description, and evaluation

- The pervasiveness of the job description.
- Four approaches for conducting job analysis.
- Job Key Result Areas KRAs.
- Writing job descriptions using the job key result area approach.
- Characteristics of effective job descriptions.
- Guaranteeing 'internal consistency' through job evaluation.
- A bird's eye view of the job evaluation system.

Day 5

Fundamentals of strategic HR management

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Analysis of the environment.
- From SWOT analysis to vision and mission statements.
- The link between strategy and performance.
- Organizational vs. HR key result areas.
- Measuring HR KRAs through SMART Key Performance Indicators KPIs.
- Turning key performance indicators into SMART objectives.
- The balanced scorecard: an overview.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles.

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 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

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