

## Essentials of Human Resources Management & Development

*Maldives (Maldives) - Maldives (Male' Atoll)*

*23 - 27 December 2024*

UK Training

# PARTNER





## Essentials of Human Resources Management & Development

code: HR28 From: 23 - 27 December 2024 Venue: Maldives (Maldives) - Maldives (Male' Atoll) Fees: 4800 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 of Human Resources Management & Development

- 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.

### Human Resources Management & Development 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**



### Competency-based HR management

- 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

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER'.



## Fundamentals of strategic HR management

- 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) in gold and silver. The board is checkered and has concentric circles in the background.

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe & USA



Zurich (Switzerland )



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland )



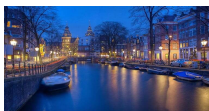
Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)  
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)

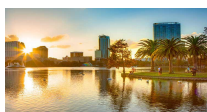


Milan (Italy)

### USA & CANADA



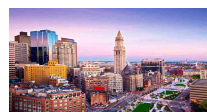
Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



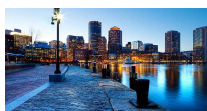
Washington (USA)



Miami (USA)



New York (USA)



Toronto (Canada)





## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Tailand)



Beijing (China)



Jakarta (Indonesia)  
(Malaysia)



Moscow (Russia )



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Kuala Lumpur

### Afrika



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Dubai (UAE)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)

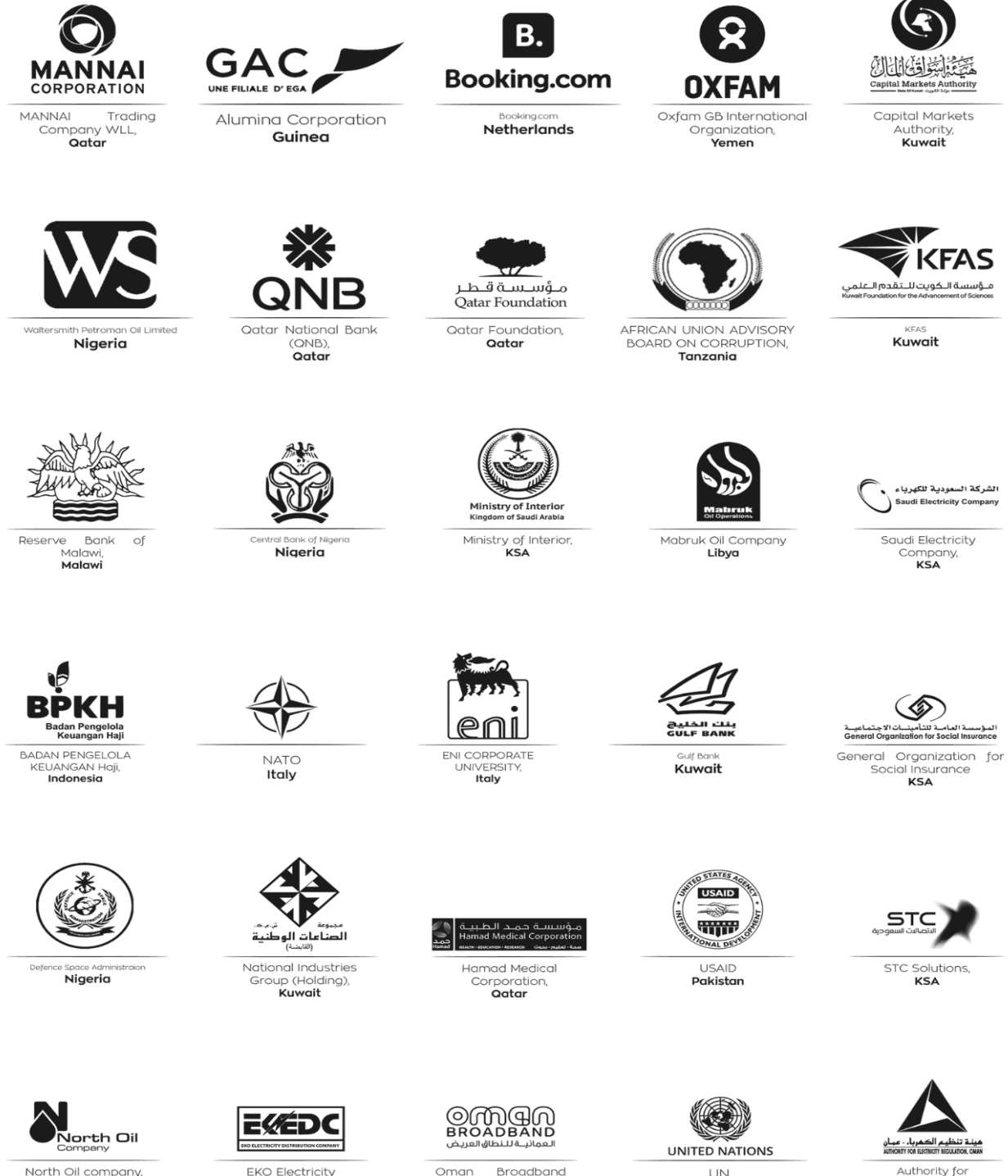


Tunis (Tunisia)

UK Traininig  
**PARTNER**



## Blackbird Training Clients



UK Training  
**PARTNER**





## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Refinement

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



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



+44 7401 1773 35  
+44 7480 775526



[training@blackbird-training.com](mailto:training@blackbird-training.com)



[www.blackbird-training.com](http://www.blackbird-training.com)

UK Training

**PARTNER**

Head Office: +44 7480 775 526 | 0 7401 177 335  
Email: [training@blackbird-training.com](mailto:training@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)

