

# Essentials of Human Resources Management & Development

*Amsterdam (Netherlands)*

*29 July - 2 August 2024*

UK Training

# PARTNER



## Essentials of Human Resources Management & Development

Code: HR28 From: 29 July - 2 August 2024 City: Amsterdam (Netherlands) Fees: 4200 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 king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board. The king piece is gold, while the other pieces are silver. The board is white and black squares, with a subtle grid pattern.

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

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

UK Training

**PARTNER**



## Blackbird Training Cities

### Europe



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 (Thailand)



Beijing (China)



Moscow (Russia )  
(Malaysia)



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## 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**

