



# AMIANA

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# HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

## PREMISE

Human Resources Management (HRM) system in any organization can function optimally when it is fully supported by the leadership of the organization. HRM is the integrated use of procedures, policies, and practices to recruit, maintain, and develop employees in order for the organization to meet its desired goals. The effective management of this very important organ of an organization is concerned with five broad areas: human resources capacity, personnel policy and practice, human resources data, performance management and training. Such a system that functions effectively, can assist the organization in developing a set of policies and practice that advances the skills of employees, and increase the motivation of staff in order to achieve the highest possible level of performance.

This training program will provide participants with the knowledge and skill set required for developing such an effective human resources management system. It would provide participants with an organized methodology to use in assessing the strength and weaknesses of their organization's HRM system and develop an action plan to strengthen it.

## SPECIFIC OBJECTIVES

- At the end of this training program, participants would be able to:
- Develop adequate human resources plan
- Strengthen retention and recruitment of staff
- Minimize rate of staff turnover
- Improve overall organizational morale and performance, and
- Adapt human resources strategies to changing service delivery needs

## COURSE CONTENTS

- Introduction to human resources

management: development and assessment

- Developing Personnel policy and practice
- Organization compensation and benefit system
- Recruitment, hiring, transfer and promotion principles
- Performance management: tools and techniques
- Staff training and development: TNA analysis

## TARGET AUDIENCE

Directors, Deputy Directors, Heads of department, HR managers and officers, Senior managers, and Supervisors from the public and private organizations

VENUE	DATE	COURSE FEE
DUBAI	3rd - 7th December, 2018	US\$3,000
S/AFRICA	17th - 21st December, 2018	US\$2,500