

HR for Non-HR Managers

Course Overview

This workshop aims at acquainting the participants with the needed knowledge and practical skills to deal effectively and efficiently with their human capitals.

Course Outline

- Job analysis (job descriptions & specifications)
- Manpower planning (to predict the organization's future demands for employees)
- Recruitment (using help-wanted ads and other recruitment tools)
- Selecting candidates (screening of CVs, testing and interviewing)
- Orientation, training and development.
- Performance management system with SMART objectives
- Total rewards (compensation and benefits) to attract, retain and motivate your employees
- Pay for performance and financial incentives
- Succession planning and career path
- Promotions, transfers and job redesign

Learning Objectives

Upon completion of this course, participants will be able to:

- Identify their different managerial roles, and how they link to that of the HRM
- Conduct a proper personnel planning and forecasting
- Design a help-wanted ad (following the AIDA Model)
- Acquire the skills needed to conduct different types of interviews (job analysis, selection, performance and exit interviews)
- Develop and evaluate a training program (following the ADDIE Model)
- Implement a proper performance management system using different KPIs
- Use different strategies and tactics to motivate and retain their employees

Who Should Attend

- First & middle line managers
- Business owners
- Supervisors and team leaders
- Departments heads
- Those who are interested in people management

Course Duration: Three days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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