

**Course Overview:**

This exciting new program creates an opportunity for delegates to learn all about competency based HR Administration. Delegates will learn about the processes involved, the systems used and the skills needed to be successful in this role. They will explore numerous personnel activities ranging from a recruitment interview through training administration to performance appraisals, discovering the skills required and the role of the HR Administrator along the way. Delegates will gain insight into the work of the HR Department. You will learn the about the latest methods that HR professionals utilize today for building a high performance organization. They will then feel comfortable working in an HR Department having had a big-picture overview of the department's main activities and methods of working.

**Course Objective:**

- Describe the work and structure of a modern personnel (HR) department
- State why accurate and accessible HR records are essential
- Describe the steps involved in a recruitment campaign
- State the HR requirements for the induction of a new employee
- Describe the uses of different selection and recruitment tools
- Help to plan and administer performance appraisals
- State the benefits of having an HR strategy and long term HR plan

**Course Outline:**

- An Overview Of Competency
- Working With Employees And Job Analysis
- Recruitment And Selection
- Training And Development
- Performance Management And The Administration Of Pay

**Who Should Attend:**

Anyone who works in Personnel (HR) Administration or wishes to start a new career in HR and wants a complete overview of the department's role and activities  
HR and training staff who need to be up to date and wish to attend a valuable program.

**Training Language:**

EN / AR

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation