

# PROFESSIONAL HUMAN RESOURCES EXECUTIVE



Today human resource professionals are the change leaders. They should respond to all the challenges triggered by new technologies, labor laws, management perception, and workplace diversity. Grasp the global strategic view of HR versus the personnel traditional implementation, empower your organization by not only lowering labor costs, improving productivity, increasing responsiveness to customers' needs, and building employee commitment, but most importantly by aligning it's manpower plans to your strategic company objectives.

## Who should attend?

- Human Capital Managers
- Human Resources Managers
- Training Managers
- Knowledge Managers
- Recruitment & Development Managers
- Department Managers
- Project Managers
- Entrepreneurs
- Human Resources Management Consultants
- Business background individual with interest to build a career in HR.

## Certificate Learning Outcomes

By the end of the HR Executive Certificate participants will demonstrate the ability to:

- Develop, implement, and assess employee recruitment, selection, and retention plans & processes.
- Monitor, manage and design the performance measurement and management system.
- develop, implement, and evaluate employee orientation, training, and development programs.
- facilitate and support effective employee and labor relations in both non-union and union environments.
- develop the organization's total compensation and rewards plan.
- present and evaluate communication messages and processes related to the human resources function of the organization.
- Manage all employee-employee, employee-manager relations.
- Develop a training plan.
- manage own and other professional development by designing proper manpower/ succession plans, and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
- facilitate and communicate the human resources component of an organization's business plan.

## Certificate Modules Details:

HR Executive Certificate was designed to qualify you, to excel in your HR career. It is divided into 11 modules that extend over a period of four months. Each module represents a separate entity by itself and covers all the aspects of the topic independently. As for the module listing:

### **HR Essentials (12 Hours)**

This module is designed to improve the efficiency and affectivity of managing your human resources. This module also allows you to enhance your understanding of the personnel management functions and evolve them to attain organizational goals and objectives.

#### **Module Outline:**

- Introduction to Essential HRM Practices
- Recruitment, Selection and Interviewing Techniques
- Pay, Compensation and benefits
- Performance Appraisal: the A-Z Process
- Training and Development Role

### **Recruiting, Interviewing and Selection (12 Hours)**

This module helps facilitate the complexities of the recruitment and selection process while ensuring meeting the organization's strategic objectives, and the psychological needs of its employees.

#### **Module Outline:**

- Where does it all start: Identifying the Organization Needs
- Resourceful Recruitment
- Screening and attraction of candidates
- The Art of Interviewing
- Selection: Making the Final Decision
- Behavioral Interview (Building your Competency Model)

### **Job Analysis - Job Descriptions – Scaling – Compensation (12 Hours)**

This Module is especially designed to provide participants with an understanding of different job analysis and evaluation methodologies, their strengths and weaknesses, the application circumstances... It also relates how job analysis is used as the basis for designing pay and grade structures. It provides you with the essentials, as a human resource professional to undertake effective job analysis and evaluation and link them to create a compensation and reward system just right for your company.

#### **Module Outline:**

- Job Analysis & Job Descriptions
- Job Evaluation Methods
- Building a Salary Scale (Full Application Based on a real case) Compensation

### **Manpower Organization & Succession Planning (12 Hours)**

This module differentiates between succession planning and mere replacement planning guides the way to preparing people to take on the responsibilities of leadership so that the company thrives in the transition. This module represents the first transition point from reactive to your human capital and company conditions, to being proactive and strategic.

#### **Module Outline:**

- Introduction to Manpower Planning and Organization
- Manpower Planning into Action
- Organization and Manpower Planning
- Developing Successors in your organization

### **Performance Management & Measurement (12 Hours)**

This module presents the difference between performance management, performance measurement and performance appraisals. It provides insight into performance appraisal process as an opportunity to strengthen the performance of those you manage, and formalizes the communication process used therein.

While developing individual performance development plans for your direct reports is different from conducting an annual performance review, you will also be introduced to monitoring performance all through the performance management process.

#### **Module Outline:**

- **PERFORMANCE MANAGEMENT**
  - The challenges of management
  - Managing through leadership
  - Style: The key to effective direction
  - handling and power perception
  - Circumstances
  - Developing teams
  - Principles and practices of motivation
  - Goals
  - Feedback
- **PERFORMANCE MEASUREMENT**
  - Plans
  - Review Your Organization's Goals
  - Identify the Customers of Your Position
  - List Your Position's Results
  - Weight the Results

## **Organizing, Motivating & Management Control (12 Hours)**

This module is designed to help create a more dynamic and energized workplace. It is intended to help managers and supervisors understand what employees want and to create a starting point for nurturing champions. It also embodies a detailed understanding of the key emotional intelligence skills and competencies managers need to develop high performance teams and maximize business performance. Thus, increasing employee engagement in a practical and sustainable manner as well as improve quality and effectiveness.

### **Module Outline:**

- Define the characteristics of a high reliability organization
- Define key concepts required for high reliability, including mindfulness and expectations
- Describe the five principles governing high reliability organizations: preoccupation with failure, resistance to simplification, sensitivity to operations, commitment to resilience, and deference to expertise
- Audit activities at all stages to assess the business' reliability
- Identify what motivation is
- Describe common motivational theories and how to apply them
- Learn when to use different kinds of motivators
- Create a motivational climate
- Design a motivating job

## **Train-the-Trainer (18 Hours)**

This module represents a separate career path. Yet, all managerial level positions, ought to have all the trainer's skills and behaviors to be able to nurture and promote knowledge sharing and development. This module highlights all that needed to become a successful trainer, and equips you with all the skills required from the elementary principles of successful oral communication to program design implementation, and assessment. It highlights the methods of training available, training processes, and trainer's profile.

### **Module Outline:**

- learn how to be Practical Trainer
- learn the Skills of Practical Trainer
- learn how to develop Your Training Program

## **Executive HR (12 Hours)**

This Module is especially designed to help understand decisions about the strategic deployment of labor and human capital. It links human capital to the design of organizational forms; direct employment or outsourcing of activities, investment in human capital development; employee engagement; organizational culture; work systems design etc. It presents the essentials for any Human Resources Manager to play a part in shaping the overall strategy of the organization and the decisions that flow from it in terms of human capability.

### **Module Outline:**

- Understanding the HR Profession
- Managing Human Resources through Strategic Partnerships
- Creating Organizational Alignment
- HR Planning for Strategic Change
- HR Leaders and Understanding the Global Environment

## **HR Scorecard: Measuring Return on Investment (12 Hours)**

This module lays the foundations for implementing the Balanced Scorecard approach to convert organizational strategy into performance achievements. It inspects the convoluted relationship between the organization's vision and strategy and the linking elements of customers, financial arrangements, internal business processes and the organization's ability to innovate, learn and develop in its mission to exceed customers' expectations.

### **Module Outline**

- The Business Case for ROI
- Initial Analysis and Planning
- Collecting Data during HR Program Implementation
- Collecting Data after HR Program Implementation
- Isolating the Effects of an HR Program
- Converting Data to Monetary Value
- Monitoring the Cost of Human Resource Programs
- Calculating the Actual Return on Investment
- Identifying Intangible Measures
- Communicating Results
- Forecasting the ROI
- Implementation Issues
- Case Studies

## **Managing Training Needs**

**(12 Hours)**

This module is about aligning your training function to the needs of the business. Beginning with a perspective of how training and development fits within the broader context of human resources management, this module addresses key elements including: analyzing staff training and learning needs; designing, delivering and administering effective training programs; identifying alternatives and supplements to training; and evaluating the effectiveness of staff training and development interventions. This, in addition to identifying the training manager's role in assessing needs, tracking expenses and getting results within budget.

### **Module Outline:**

- Manage a Training Function
- Internal Consulting Skills
- Diagnosing Problems
- Developing a Plan
- Build a Partnership with Management & Learners
- Managing the Budget

## **Labor and Employment Relation**

**(20 Hours)**

This Module provides a basic overview of the Human Resource Professional's role in employee and labor relations. The goal of labor law is to equalize the bargaining power between Employers and Employees. The Module explores the rules of collective bargaining, labor unions, and legal implications covering these issues and many more. The rights of the employee and the organization in dealing with labor laws, racial and gender considerations and relations in both the public and private sectors are explored as well.

### **Module Outline**

- Employer/employee relationship
- Employment relationship
  - I. Beginning
  - II. During the employer's service
  - III. Terminating employment relations
- Vocational training & apprenticeship
- Vocational health& safety laws
- Collective labor relations

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