



## CERTIFIED HUMAN RESOURCES MANAGER **CHRM**



Learn more.  Do more.

أحصل على شهادة مدير الموارد البشرية المعتمد  
الممنوحة من معهد التنمية الادارية بجامعة ميزوري الامريكية  
وبطاقة زمالة معهد المدراء المحترفين بالولايات المتحدة  
تقديم مجموعة من خبراء IPM.

وتعرف على فكر أهم خبراء إدارة الموارد البشرية في العالم.

### Introduction:

This compact seminar examines how to develop and master the key areas of Human Resources. HR is changing beyond recognition from the days of the old Personnel Departments. HR is now recognised as a source of competitive advantage and as a predictor of future business performance. This exciting programme will bring you up to date on the latest techniques and approaches that are appropriate in effective management of Human Resources.

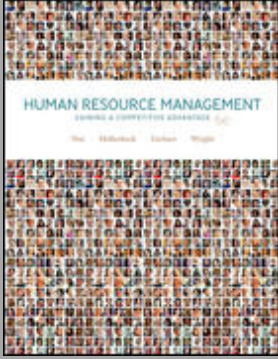
The approach that will be taken will be to examine the demands that the modern business world makes on the HR function and develop a series of practical responses.

### Seminar Objectives:

Those attending will be able to:

- Know and be able to explain the activities now expected to get the maximum from the Human Resource.
- To use a strategic model and to be able to create business plans.
- To improve on HRM processes by being able to use business process mapping.
- Improve performance management, training, personal development, succession planning, and recruitment effectiveness in HR by applying the latest thinking and approaches.

Learn about the new structure of effective HR departments.



## HUMAN RESOURCES MANAGEMENT

### BEST-SELLING BOOKS AUTHORS

Raymond Andrew Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright

**Duration: (40 Hours)**

**Days:**

**Times:**

### Location:

**IPM - Institute Of Professional Managers.**

**Tele :** +2 02 37714458

**Fax :** +2 37714456

**Mobile :** 0020 110034444

**Email :** [info@ipmedu.org](mailto:info@ipmedu.org)

**Address:** 165 Ahram st, Giza – Egypt, 12111

**Website:** <http://www.ipmedu.org> - [www.ipmedu.us](http://www.ipmedu.us)

### Fees:

Includes extensive reference materials & reference book, substantial support material, coffee breaks, personal assessment & exam's fees, and the original certificate's fees

### MDI Certificate Format:

A framed certificate of completion will be awarded to class members who attend at least 80% of the 40 training hours are granted by

**Management Development Institute through the College of Business Administration at Missouri State University.**

Recognized by the US Department. and foreign Egyptian, Arab foreign.

## CERTIFIED HUMAN RESOURCES MANAGER CHRM

## شهادة مدير الموارد البشرية المعتمد

أحصل نسخة أصلية من كتاب ادارة الموارد البشرية واكثر من ١٠٠ نموذج وتطبيق عملي هام فى الموارد البشرية

**This best-selling McGraw-Hill/Irwin Human Resource Management title provides students with the technical background needed to be a knowledgeable consumer of human resource (HR).**

### Who Should Attend?

This seminar is designed for all HR and ER professionals, HR and Personnel Officers, leaders, supervisors and engineers, in fact anyone who wishes to significantly improve their understanding of HR would benefit from this seminar.

### Competencies Emphasised:

- Strategic planning.
- Business awareness.
- Interpersonal effectiveness.
- HR Management.
- Selection and development.
- Training.

### Personal Impact:

- Be able to use the new strategic map for **HRM**.
- Master business process mapping.
- Develop your skills for the future and be able to help transform any people activity into and added value activity.
- Transform recruitment and appraisal processes with startling results.

### Organisational Impact:

**Getting the best from our Human Resource is a very skilled area. Benefits to the organisation will be:**

- Ability to see added value results from **HR**.
- See a more business approach to people related activities.
- See improvements to business processes at no extra cost.
- Master the key areas of performance in HR.
- Be able to apply structured interviewing techniques.
- Improve on any performance management system.

### Training Methodology:

Together with your fellow participants you bring a wide variety of experience and resources to the program. The course facilitator's role is to help you learn for yourself and to assist you as you make sense of new and very different changes in HR. Extensive use of case studies, group exercises and discussion will all contribute to your enjoyable learning experience.

## **Day 1: The changing world of business and its impact on the Human Resource Function:**

- Introductions and programme objectives.
- The context for HR.
- Strategic Business Planning.
- Corporate Social Responsibility.
- Human Capital Management.
- How to make things happen – use of business action plan.
- The difference between HRM and Personnel Management.
- The new shape and function of tomorrows HR departments.
- Review of day one.

## **Day 2: Employee Relations – Maintaining Standard:**

- The need for standards.
- Distinction between the role of HR and the line Manager.
- Handling common performance problems – case studies.
- Equal opportunities.
- Handling grievances – case studies.
- Review of day two.

## **Day 3: Recruitment:**

- The use of competencies.
- Assessment Centres – examples of exercises.
- Structured Interviews.
- Questioning Techniques.
- The role of HR v the role of the Line Manager.

## **Day 4: Employee Motivation; Empowerment and Performance Management:**

- What is empowerment?
- How are employees motivated?
- Making performance management a positive influence.
- Is forced ranking a good idea?
- Merit pay or increments?
- Bonuses and Incentives.

## **Day 5: Performance Management; Making the links between HR and the Business:**

- The performance management model.
- Management or Leadership?
- Case studies.
- Internal and external reporting frameworks.
- Review.