An Intensive 5-Day Training Seminar On

The Effective Human Resources Administrator

22 - 26 Mar 2020, Dubai
29 Nov - 03 Dec 2020, Dubai

View Details

06-NOV-19

An ISO 9001:2015
and ISO 29990:2010
Certified Company

The Effective Human Resources Administrator

INTRODUCTION

The Effective Human Resources Administrator training course creates an opportunity for delegates update their knowledge and skills in HR Administration. Delegates will learn the various processes involved, the systems used, and the skills required to be successful in the HR Administrator role. They will explore numerous personnel activities ranging from recruitment interviews through training administration and performance appraisals – discovering the skills required and the role of the HR Administrator in the process.

Delegates will gain an insight of the HR Department and will have the opportunity to learn the latest methods that HR professionals use every day to build high performance teams. This will lead to confidence having had an overview of the HR department's main activities and methods of working.

PROGRAMME OBJECTIVES

- 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

WHO SHOULD ATTEND?

- Current Personnel (HR) Administrators
- HR and Training staff who wish to update their knowledge need to attend this valuable programme
- Line Managers considering a new career in HR and seeking a comprehensive overview of the department's role and activities

TRAINING METHODOLOGY

Mini-lectures, case studies, small group work, exercises and feedback will mainly be used to facilitate learning, including the opportunity of one-to-one sessions to test understanding or explore personal circumstances further with the tutor.

PROGRAMME SUMMARY

The Effective Human Resources Administrator training course covers the full spectrum of Human Resource Administration – how and why Human Resource Departments are structured the way they are, the initial engagement processes, recruitment and selection, administration of employees and their development to legislation and company law and including dismissal procedures.

PROGRAM
OUTLINE

DAY 01

An Assessment of the HR Functions – Provision of Services

- Roles and Responsibilities of the Human Resources Administrator
- Typical HR department structures
- Centralised *vs.* distributed HR
- The HR service centre concept
- Where the department fits in the organisation
- HR jobs and systems
- Qualifications and professional study

DAY 02

Working with Internal Clients and Role Assessments

- Terms and Conditions of Employment
- Rights and obligations of employers and employees
- Health and safety
- Complying with employment law
- Job Analysis
- Developing Job Descriptions and Person Specifications
- The use and application of Job Analysis information

DAY 03

Human Resources Role in Recruitment and Selection

- HR Planning
- Recruitment and selection processes
- Recruitment sources and methods
- The Application and CV's
- Assessment and development centres
- General Ability/Aptitude tests
- Psychometric profiling
- Reference checking and screening
- Contracts and offers

DAY 04

Assessment and Training and Development

- Introduction to Training and Development
- Training Administration
- Induction and basic job training for new employees
- The science of adult learning
- Learning styles
- The Training co-ordinator
- The Training cycle
- Validation and Evaluation

DAY 05

Managing Performance and Links to the Administration of Pay

- Introduction to Performance Management
- The Performance Appraisal
- Administration requirements
- Links to salary increase and bonus
- The pros and cons of performance appraisals
- Pay and reward, compensation and benefits
- Salary structures
- Payroll administration
- Personal action planning

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

The Effective Human Resources Administrator

✔	Date	Venue	Fee($)
	22 - 26 Mar 2020	Dubai	US$4,950
	29 Nov - 03 Dec 2020	Dubai	US$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms): ....

Position: .... Organisation: ....

Address: ....

....

....

City / Country: ....

Telephone / Fax: ....

Mode Of Payment

☐ Please find enclosed a cheque made payable to EuroMaTech

☐ Please invoice me

☐ Please invoice my company as follows:

Contact Name: ....

Company Name: ....

Address: ....

Documentation
High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates
A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule
Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation
EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment
Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy
Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer
EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

*VAT Announcement: The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

Contact Us:

U.K. Office:
109 Mount Pleasant
Liverpool L3 5TF, United Kingdom
Telephone: +44 151 709 7100
Fax: +44 151 709 7181

Middle East Office:
P.O. Box 74693
Dubai, United Arab Emirates
Telephone: +971 4 4571 800
Fax: +971 4 4571 801

Email Address:
info@euromatech.ae

Website:
www.euromatech.com

EuroMaTech
Training Seminars & Conferences