



An Intensive 5-Day Training Course

# HRM Skills for Today's Leaders and Professionals

## PROGRAMME SUMMARY

This HRM Skills for Today's Leaders and Professionals training course will present the opportunity to examine and explore People Management best practices. This will enable delegates to lead their staff in a more effective manner. This EuroMaTech training course also uses a highly practical approach to enable participants to focus on issues that impact most on themselves and their respective organisations.

Date	Venue	Fee(\$)
14 - 18 Mar 2022	Marrakech	US\$ 5,950
04 - 08 Jul 2022	London	US\$ 5,950
26 - 30 Sep 2022	Luanda	US\$ 5,950
17 - 21 Oct 2022	Brussels	US\$ 5,950

## INTRODUCTION

In a challenging and competitive global market, employee engagement is absolutely paramount to retain the talent within the organisation. It follows that anyone with a responsibility for managing staff requires an understanding of Human Resource Management best practices in order to extract the very best out of their team.

This HRM Skills for Today's Leaders and Professionals training course provides the essential practical knowledge and processes enabling leaders to skilfully address HR Management issues and opportunities for themselves.

Participants in this EuroMaTech training course will develop the following competencies:

- Building excellent working relationships with others
- Lead, listen, challenge, communicate, be fair, respond to suggestions and deal with problems
- Help and support employees to take more responsibility
- Build highly-effective and productive teams

Virtual  
learning service  
available



## TRAINING METHODOLOGY

There will be inputs from a highly-experienced facilitator together with case studies, discussions, worked examples and use of videos to further enhance learning. This will allow delegates to get fully engaged with the practical implications of the training.

## WHO SHOULD ATTEND

- All levels of Management who need to gain a better understanding of the implications that People Management practices have on their day-to-day decisions
- HR professionals and equally the line management
- Any other professionals who have an interest HR processes

## PROGRAMME OBJECTIVES

This EuroMaTech training course aims to enable participants to achieve the following objectives:

- Implement critical areas of HR Management
- Build a good working relationship with their staff
- Help and support their employees
- Drive individual and team performance
- Motivate and inspire their team
- Build effective and productive teams
- Select the right person for the job
- Specify training and development needs
- Implement procedures that will retain talented people
- Assess and appraise performance
- Develop an action plan to improve performance

## In-house Training

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



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**Email Address:**  
[info@euromatech.ae](mailto:info@euromatech.ae)

**Website:**  
[www.euromatech.com](http://www.euromatech.com)

## QUALITY CERTIFICATIONS & ACCREDITATIONS



# COURSE OUTLINE



## Day 1

### Managers HR Responsibilities

- Traditional management responsibilities
- Relationship between HR and the line and devolving responsibility down the line
- The impact of HR outsourcing and working with an HR business partner
- Enabling HR policies and practices
- Directing and guiding the work of others
- Dealing with conflicting priorities and role overload

## Day 2

### People Management – Talent and Succession Planning

- An overview of traditional HRM activities
- Successful Change Management
- Human Resource Planning – securing the people resources
- Talent recognition and succession planning
- The critical issue of employee engagement
- Communications and employee voice

## Day 3

### Recruiting – Use of Competencies and Rewarding Employees

- Job descriptions and person specifications
- Pay and reward, compensation and benefits
- Best Practice for recruitment and selection
- Understanding competencies and behavioural interviewing
- The new employee – induction planning and getting up to performance
- Retaining talented staff

## Day 4

### Performance Management – Creating Employee Engagement

- The essential stages of Performance Management
- Setting objectives and evaluating performance
- Effective Performance Appraisals – making them work for all
- Building employee engagement, motivation and loyalty
- The use of assessment and development centres
- Managing absence effectively and managing discipline and grievance

## Day 5

### Coaching – Methods of Learning for Current and Future Roles

- Training Needs Analysis – collection of data and identification of needs
- Team Development – Coaching and Feedback
- Training for current job needs and development for future challenges
- Methods of Adult Learning – not just training courses
- Identifying and Developing a Successor
- Personal Action Planning



Employee Assistance Certification Commission (EACC), an autonomous credentialing body established by EAPA to maintain and administer all aspects of the CEAP® program, has approved this course for 25 professional Development Hours (PDHs).

*The use of this logo is not an endorsement by EAPA of the quality of the course. It means that this course has met the EAPA's criteria to be pre-approved for CEAP® certification or recertification PDHs.*



This activity has been pre-approved by the Human Resources Certification Institute (HRCI). Participants attending this training session are entitled to receive:  
**25 General Recertification Credit Hours**

*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.*

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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: ..... Email: .....

## 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:.....

Email: .....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

### 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, email us at [info@euromatech.ae](mailto:info@euromatech.ae).

### 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.

### Contact Us:

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