MERCURY

Certified Mini Master Human Resource Management (HRM)

27 June – 1 July 2027
Manama (Bahrain)



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Ref: 15163_1084545 **Date:** 27 June – 1 July 2027 **Location:** Manama (Bahrain) **Fees:** 4900 Euro

Introduction:

This mini-master human resource management course is designed to provide a detailed exploration of the principles of human resource management HRM and present an up-to-date perspective on HR departments' roles and activities.

Participants in this mini-master human resource management training will learn about the latest tools and techniques for effectively managing human resources. They will have the opportunity to refine their competencies in this dynamic field.

The mini-master human resource management course will delve into essential aspects of HR work, from job interviews to exit interviews, and provide insight into HR professionals' necessary skills and diverse roles in today's global business environment.

Master HRM: A Strategic Approach to Human Resource Management:

Pursuing an advanced certificate in human resource management symbolizes a commitment to excellence and a strategic approach to HRM. This course equips participants with a robust foundation for achieving a human resource management mini-master, offering comprehensive training and preparation for HRM certification.

By integrating theories with real-world examples, candidates will leave the course with a human resource management certificate. The confidence and expertise to apply HRM best practices in their organizations enriches the repertoire of skills for any seasoned HRM training course participant and positions them well for progressing into senior HRM roles.

Targeted Groups:

- Individuals newly appointed to the Human Resources Department.
- Those aspiring to establish a career in HRM.
- Current HR employees seek to keep pace with the latest practices and trends.
- Staff looking to understand the role and function of HR.
- Individuals are required to update HRM materials.
- Anyone interested in developing their HRM skills and expertise.

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Course Objectives:

By the end of this mini-master human resource management course, participants will:

- Grasp a strategic approach to Human Resource Management SHRM.
- Define the role and functions of HR departments.
- Understand recruitment, personnel resources, and reward systems.
- Learn best practices for working with employees and addressing their problems.
- Comprehend performance management in a multicultural environment.
- Recognize the value of HR planning and ethics in meeting organizational needs.
- Gain a strategic overview of HR functions.
- Implement best practices in staffing, planning, and workforce development.
- Enhance working relationships and the ability to support employees.

Target Competencies:

By the end of this mini-master human resource management training, participants competencies will:

- Strategy formulation for HRM in modern organizations.
- Effective recruitment and selection techniques.
- Performance management across diverse cultural settings.
- Designing optimized learning and training interventions.
- Providing support to employees during challenging times.
- Understanding the evolution and concept of HRM.
- Analyzing business and characterizing roles.
- HR planning and forecasting.
- Methods for recruiting and selecting talent.
- Employee training and qualification.
- Performance evaluation processes.
- Salary and compensation strategies.
- Creating a conducive work environment.
- Maintenance of HR functions.

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Course Content:

Unit 1: Introduction to Human Resource Management, Basic Concepts, and Their Development:

- The concept of human resources.
- The importance of human resources.
- Define human resource management.
- The importance of human resource management in business organizations.
- Stages of development of human resource management.
- The three levels of human resource management.
- The roles of human resource management in business organizations.
- Reasons for interest in the strategic role of human resource management.
- A comparison between the traditional and strategic roles of human resource management.
- A shift in human resource management roles from traditional to strategic.
- The change in HRM functions from traditional to strategic.
- Shift from people management to human resource management.
- Similarities and differences between people management and human resource management.
- Who exercises the functions of human resource management in the organization?
- Contemporary challenges for human resource managers.
- Social mix in human resource management.
- Human resource management practices and functions.
- Model of the work environment of human resource management in the organization.
- Practical exercises.

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Unit 2: HRM Practices - Job Design, Analysis, Job Descriptions, and HR Planning:

- Basic terms and concepts.
- Define job analysis.
- Job description.
- Job specification
- Why job analysis?
- The role and importance of job analysis.
- What is the purpose of the job and business analysis process?
- Steps and stages of job analysis.
- Methods of collecting data and information.
- Job description card elements.
- Example of a job description card.
- The concept of human resource planning.
- What are the axioms of the human resource planning process?
- Define human resource planning.
- What goals can be achieved through human resource planning?
- What problems arise from the absence or poor planning of human resources?
- Factors affecting human resource planning.
- What data is needed for the human resource planning process?

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Unit 3: HR Planning, Recruitment, and Selection:

- How do we understand the practical steps of human resource planning practice?
- The basis for estimating the required number of workers.
- How do you develop a plan for human resources?
- The basic model of human resource planning.
- Comparing demand with supply dealing with surplus and deficit.
- Methodological steps for making a human resource plan.
- Practical case.
- Productivity method.
- Value-added method.
- Markov Matrix is a tool for strategic human resource planning.
- The concept and significance of polarization.
- The means of attraction are used in polarization.
- When does the organization resort to hiring new employees?
- Polarization sources.
- The internal polarization mechanism, its advantages, and disadvantages.
- External sources of polarization and its advantages and disadvantages.
- Polarizing factors.
- Training to advertise a vacancy.
- Selection and appointment steps.
- Types of interviews.
- Check references.
- Nomination for an appointment.
- Medical examination.
- Practical training.
- Appointment procedures.

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Unit 4: Training and Development, Performance Evaluation Methods:

- Train and qualification concept.
- What is management training?
- Define training and qualification.
- Basic principles to ensure the effectiveness of management training.
- Objectives of the training and qualification process.
- The importance and benefits of training.
- Types of management training.
- Train process system.
- Manage the training system.
- Train life cycle.
- Stages and procedures of the training process.
- Methods for identifying training needs.
- Stages and procedures of the training process.
- Train and qualification methods.
- What are the methods of management training?
- Train and qualification methods inside and outside the workplace.
- Measure the training process in institutions.
- Performance appraisal general concepts.
- The core components of the evaluation system.
- Evaluation errors.
- The concept of employee performance appraisal.
- Benefits of performance appraisal.
- Objectives and functions of performance appraisal.

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- Components of a performance appraisal system.
- Performance information system.
- Objective calendar methods.
- Estimated calendar methods.
- Modern performance appraisal methods.
- Calendar centers style.

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Unit 5: Wages, Compensation, Employee Motivation, and Career Planning:

- The difference between the term wage and the term salary
- Methods of determining wages according to production.
- Job evaluation.
- Non-quantitative job evaluation methods.
- Incentive systems.
- Motivational concept.
- The content of the three theories is Maslow's theory, Herzberg's theory, and the role theory. And the comparison between them.
- Justice theory.
- Expectation theory.
- Goal-setting theory.
- Reinforcement theory.
- The manager's roles in the work team.
- Practical cases.
- Organizational normalization.
- Social normalization.
- The stages of social normalization / the stage of pre / anticipatory normalization.
- Stages of social normalization/integration stage or meeting stage
- Stages of social normalization/stabilization stage or role/work management stage
- Methods of social normalization
- Social normalization content
- The active role of the working individual in the process of social normalization
- Care process
- How does a caring relationship form and change?
- Organizational commitment individual's attitudes towards the organization
- This concept relates to the degree of integration of the individual into the organization and his interest in continuing with it
- Why should you care about nurturing organizational commitment?
- Entrances to the development of organizational commitment.
- Exercises and examples.
- What is the definition of a career path?
- Career planning, its importance, uses, and entrances.
- Types of career paths.
- Career path planning stages
- Stages of the career path
- Integrate the model for the stages of the career path.
- Career planning and development model

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- Has the concept of a career path changed today from what it was before?
- Are women's career paths different from men's?
- But why are women's career paths different from men's?
- Practical training and questions.

Conclusion:

Participants seeking to gain an HRM certificate or even become an HRM master will find this course invaluable in paving their career paths. It's an essential step for anyone considering pursuing a mini-master in human resource management, and it aims to accomplish a transformative impact in the HR field.