



## Mini Master Human Resource Management (Certified)

07 - 11 Oct 2024  
Barcelona (Spain)



# Mini Master Human Resource Management (Certified)

**Ref.:** 15163\_255808 **Date:** 07 - 11 Oct 2024 **Location:** Barcelona (Spain) **Fees:** 4900 **Euro**

## Introduction:

This course provides you with the principles of human resource management and a comprehensive up-to-date view of the role and activities of the human resources department. The latest tools and techniques for effective management of work provide opportunities to update and develop personal competence. Participants will enhance their knowledge of the processes involved, the systems used, and the skills needed to succeed in modern human resource management. They will explore the core activities between job interviews and exit interviews, examining the skills required and the different roles of the HR professional in the 21st century.

## Targeted Groups:

- Those who have recently joined the Human Resources Department.
- Those who wish to enter this field.
- Any existing employees of the Human Resources Department need to stay abreast of recent practices and trends.
- Employees who want to understand the role and function of human resources.
- Employees who need to be familiar with new material.
- Everyone who finds himself in need of this course and wants to develop his skills and experience.

## Course Objectives:

At the end of this course the participants will be able to:

- Understand the strategic approach to Human Management SHRM.
- Describe the role and functions of the human resources department.
- Understand personnel resources, recruitment, and reward.
- Describe best practices in working with employees and assisting with employee problems.
- Understanding of performance management in a multicultural environment.
- Understand the benefits of human resource planning and human resource ethics as an effective function that responds to organizational needs.
- Gain a more important overview and strategy of the HR function.
- Applying best practices in staff provision, planning, and development.
- Improving working relationships and ability to assist employees.

## Target Competencies:

- The strategy of human resource management in modern organizations.
- Effective recruitment and selection.
- Managing performance in a multicultural environment.
- Optimizing learning interventions.
- Supporting employees who are facing difficulties.
- The concept and evolution of human resource management.
- Business analysis and characterization.

- Human resource planning.
- Polarization.
- Selection and appointment.
- Qualification and training.
- Performance evaluation.
- Wages and compensation.
- Work environment.
- Human resource maintenance.

## **Course Content:**

### **Day 1: Introduction to Human Resource Management, Basic Concepts, and Their Development:**

1. The concept of human resources.
2. The importance of human resources.
3. Define human resource management.
4. The importance of human resource management in business organizations.
5. Stages of development of human resource management.
6. The three levels of human resource management.
7. The roles of human resource management in business organizations.
8. Reasons for interest in the strategic role of human resource management.
9. A comparison between the traditional role and the strategic role of human resource management.
10. A shift in the roles of human resource management from traditional to strategic.
11. The shift in HRM functions from traditional to strategic.
12. Shift from people management to human resource management.
13. Similarities and differences between people management and human resource management.
14. Who exercises the functions of human resource management in the organization.
15. Contemporary challenges for human resource managers.
16. Social mix in human resource management.
17. Human resource management practices and functions.
18. Model of the work environment of human resource management in the organization.
19. Practical exercises.

### **Day 2: Human Resource Management Practices - Job design, Analysis, Job Descriptions, Job Analysis Steps, and Human Resource Planning:**

1. Basic terms and concepts.
2. Define job analysis.
3. Job description.
4. Job specification
5. Why job analysis?
6. The role and importance of job analysis.
7. What is the purpose of the job and business analysis process?
8. Steps and stages of job analysis.
9. Methods of collecting data and information.
10. Job description card elements.
11. Example of a job description card.
12. The concept of human resource planning.

13. What are the axioms of the human resource planning process?
14. Define human resource planning?
15. What goals can be achieved through human resource planning?
16. What are the problems that arise from the absence or poor planning of human resources?
17. Factors affecting human resource planning.
18. What data is needed for the human resource planning process?

## **Day 4: Training and qualification of human resources, performance evaluation, and methods and methods for measuring and evaluating the performance of employees:**

1. Training and qualification concept.
2. What is management training?
3. Define training and qualification.
4. Basic principles to ensure the effectiveness of management training.
5. Objectives of the training and qualification process.
6. The importance and benefits of training.
7. Types of management training.
8. Training process system.
9. Managing the training system.
10. Training life cycle.
11. Stages and procedures of the training process.
12. Methods for identifying training needs.
13. Stages and procedures of the training process.
14. Training and qualification methods.
15. What are the methods of management training?
16. Training and qualification methods inside and outside the workplace.
17. Measuring the training process in institutions.
18. Performance appraisal general concepts.
19. The core components of the evaluation system.
20. Evaluation errors.
21. The concept of employee performance appraisal.
22. Benefits of performance appraisal.
23. Objectives and functions of performance appraisal.
24. Components of a performance appraisal system.
25. Performance information system.
26. Objective calendar methods.
27. Estimated calendar methods.
28. Modern performance appraisal methods.
29. Calendar centers style.

## **Day 5: Wages, Compensation, Human Resource Stimulation, and Social Normalization and Career planning and development:**

1. The difference between the term wage and the term salary
2. Methods of determining wages according to production.
3. Job evaluation.
4. Non-quantitative job evaluation methods.
5. Incentive systems.
6. Motivational concept.

7. The content of the three types of theories, Maslow's theory, Herzberg's theory, and the role theory. And the comparison between them.
8. Justice theory.
9. Expectation theory.
10. Goal-setting theory.
11. Reinforcement theory.
12. The manager's roles in the work team.
13. Practical cases.
14. Organizational normalization.
15. Social normalization.
16. The stages of social normalization / the stage of pre / anticipatory normalization.
17. Stages of social normalization/integration stage or meeting stage
18. Stages of social normalization/stabilization stage or role/work management stage
19. Methods of social normalization
20. Social normalization content
21. The active role of the working individual in the process of social normalization
22. Care process
23. How does a caring relationship form and change?
24. Organizational commitment individual's attitudes towards organization
25. This concept relates to the degree of integration of the individual into the organization and his interest in continuing with it
26. Why should you care about nurturing organizational commitment?
27. Entrances to the development of organizational commitment.
28. Exercises and examples.
29. What is the definition of a career path?
30. Career planning, its importance, uses, and entrances.
31. Types of career paths.
32. Career path planning stages
33. Stages of the career path
34. An integrated model for the stages of the career path.
35. Career planning and development model
36. Has the concept of career path changed today from what it was before?
37. Are women's career paths different from men's?
38. But why are women's career paths different from men's?
39. Practical training and questions.

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**code:** 15163 **From:** 07 - 11 Oct 2024 **Venue:** Barcelona (Spain) **Fees:** 4900 **Euro**

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