MERCURY

Skills for HR Assistants Conference

12 - 16 Aug 2024
Boston (USA)

Skills for HR Assistants Conference

Ref.: 8235_257612 **Date:** 12 - 16 Aug 2024 **Location:** Boston (USA) **Fees:** 5500 **Euro**

Introduction:

HR is becoming one of the most critical and strategic functions in organizations. To maximize its effectiveness, well-trained and prepared staff are essential. This HR human resources assistant skills program is designed to cover all aspects of the work of a modern HR or Personnel department.

This HR human resources assistant skills program serves as an introduction to HR for newly appointed HR Assistants or as a refresher for those with two or three years of experience.

Targeted Groups:

- HR Personnel.
- HR Assistants.
- HR Admin Assistants.
- Individuals interested in acquiring new HR skills.

Conference Objectives:

By the end of this HR human resources assistant skills conference, participants will be able to:

- Explain the role and purpose of the HR/Personnel function.
- Develop HR policies that align with the strategic aims of the organization.
- Implement HR practices that meet the requirements of the organization.
- Construct HR policies that reflect the context of the Middle East.
- Modify Western practices to suit local contexts.
- Identify critical issues in their organization that require attention.
- Foster a high-performance culture.
- Build harmonious relationships between HR and the line managers.
- Draft modern HR policies.
- Determine the practices suited to a specific organization.

Becoming an HR Assistant:

In this HR human resources assistant skills conference, participants will learn human resource assistant training techniques and strategies for becoming an HR assistant.

Participants in this HR human resources assistant skills conference will explore the path to obtaining a human resources assistant certificate and delve into the skills necessary for becoming a human resources assistant.

The HR human resources assistant skills seminar will detail human resource assistant training and certification options, including the HR assistant certificate program.

Targeted Competencies:

At the end of this HR human resources assistant skills seminar, the target audience will:

- Influencing skills.
- Interpersonal skills.
- Listening skills.
- Personal organization.
- Presentation skills.
- Working cooperatively.
- Writing skills.
- Planning and organizing.
- Relationship building.
- Teamwork.
- Written communication.

Conference Content:

Unit 1: HR in Context and Relationship With The Rest of The Organization:

- The Context for HR in the Middle East.
- Absence Management.
- Alcohol and Drug Abuse.
- Assessment Centres.
- Bonus and Incentives.
- Business Travel and Expenses.
- Career Breaks and Sabbaticals.
- Change Management.
- Competency Frameworks.

Unit 2: Employee Relations - Employer of Choice:

- Coaching.
- Codes of conduct.
- Communications.
- Competency Frameworks.
- Consultation.
- Clothing and Dress Codes.
- Disciplinary Procedure.
- Employer of Choice.
- Employee Relations.
- Handling Disciplinary and Grievance Issues.
- Harassment Policies.

Unit 3: Recruitment - Work-Life Balance:

- Recruitment.
- Redundancy.
- Relocation.
- Retention.
- Salary Scales.
- Succession Planning.
- Suggestion Schemes.
- Sick pay schemes.
- Training Strategies.
- Union Recognition.
- Work-Life Balance.

Unit 4: Job Evaluation - Performance Management:

- Job Evaluation.
- Leadership Competencies and Development.
- Long Service Awards.
- Merit Reviews.
- Mentoring.
- Nationalization.
- Overtime.
- Performance Management.

Unit 5: E-Learning - Internet and Email Policies:

- E-Learning.
- HR Intranets.
- Employee Assistance programs.
- Employee Attitude Surveys.
- Equal Opportunities.
- Exit Interviews.
- Giving and Receiving Feedback.
- International Assignments.
- Internet and Email policies.

Conclusion:

In this comprehensive HR human resources assistant skills conference, participants will gain the critical HR assistant skills needed to excel as assistant human resources professionals in their organizations. Whether exploring what a human resource assistant is, discovering how to become one, or enhancing existing HR assistant skills, individuals will leave with a robust understanding of human resources assistants' roles and the competencies required to succeed.

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Registration form on the :
Skills for HR Assistants Conference

code: 8235 **From:** 12 - 16 Aug 2024 **Venue:** Boston (USA) **Fees:** 5500 **Euro**

Complete & Mail or fax to Mercury Training Center at the address given below

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