MERCURY

Advanced Strategies in Training, Development, Organizing, and Evaluation

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Introduction:

Training and administrative development in institutions is one of the means of developing human capital that depends on it to raise the level of functional efficiency of employees, as training and development in its modern concept is an integrated framework and a strategic choice in the human resources development system that institutions seek to achieve in order to keep pace with the challenges represented in the changing work requirements, as training leads to the transfer of technical and practical knowledge in a way that enables the employee to face any challenges imposed by the acceleration of knowledge within the work environment.

Targeted Groups:

- Training, human resources and administrative development officials in all ministries, institutions and authorities.
- Managers and heads of organization, personnel and human resources departments in public and private institutions and companies.
- Trainers, training officers and coordinators.
- Employees at senior management levels and employees working in human resources management.
- Anyone who finds in himself the need for this course and wants to develop his skills and experience.

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

- Introducing the concepts and foundations of the training process and the skills necessary for an effective trainer.
- Discuss the sources and tools for identifying training needs and how to benefit from them.
- Acquire the skills of dealing with the types of trainees and different training situations.
- Provide training program evaluation and reporting tools.
- Provide the basic skills necessary to conduct analysis and description of jobs, methods used in this, preparation methods and application.
- Equip yourself with basic concepts of human resources, training/principles and concepts.
- Identify the training activity as an integrated system and the location of the training process from it.
- Master the basics of identifying and analyzing training needs.
- Mastery of the preparation of the topic submission plan.
- Master communication, presentation and presentation skills.
- Mastering the skills of dealing with the types of trainees and different training situations.
- Mastering training methods and how to choose the appropriate method for the training topic.
- Master the basics of choosing training aids and dealing with minor malfunctions.
- Mastering the use of computers in training.
- Learn about program assessment tools, training materials, trainees, and reporting.
- Identify the basic skills for the production of audiovisual aids.
- Learn about the use of simulation technology in training.

Targeted Competencies:

- What are the modern strategic directions of human resources?
- How to make effective HR strategic plans?
- Why plan and what are the planning levels?
- Where do goals come from and how do we set them?
- How do we analyze the current state of the organization and how do we achieve its objectives?
- Do you know how to juggle jobs and employees?
- Do you know how to maintain your human resources?
- HR Job Who?
- How do you write a job description?
- How do you determine your HR needs?
- How to make an estimated budget for human resources?
- How do you deal with supply, demand, deficit and surplus?
- The cost and benefit of HR planning?
- Are you hiring on a sound basis?
- How do you carry out tests and selection procedures on sound scientific grounds?
- The basis for providing wages, incentives, benefits and services to employees?
- Evaluating the performance of employees and their performance improvement plan and training?
- How to prepare the second row of employees?

Course Content:
Unit 1: Job Analysis:

- Areas and importance of job and business analysis
- Basic contents of job analysis
- Scientific methods for transmitting jobs
- Plan and implement the job analysis process

Unit 2: Job Descriptions:

- The importance of job descriptions and its relationship to personnel management tasks
- Scientific methods of job descriptions
- Criteria for judging the efficiency of the job analysis system

Unit 3: Job Evaluation:

- Nature and importance of job evaluation
- Stages, requirements and foundations of job evaluation
- Methods and methods of job evaluation
- Determining and recording performance rates and job courses

Unit 4: Recent trends of training and human resource development in light of current changes:

- Planning the training activity and determining its requirements
- Identification of training needs
- Program Planning and Management
- Stages of designing the training program

Unit 5: Transforming the training department into a department to improve human performance:

- Treatment of human performance problems
- Identify the underlying causes of human performance gaps
- Analysis of existing conditions
- Develop methods, means and plans to treat performance problems
- Selection and implementation of strategies to improve human performance
- Strategies to improve human performance and how to apply them
- Modern skills needed for training and development officials
- Organization of the training process
- Choosing the right training methods
- Selection of qualified trainers and selection criteria
- Organization of training places
- Logistical and administrative aspects of training

Unit 5: Training technology:

- Technical foundations for the design of training halls
- Training aids and the basis for their use
- Follow-up and evaluation of training activity
- Training Evaluation Objectives
- Means of follow-up training: before, during and after the program
- Preparation of training evaluation reports
- Measuring the return return of training programs