



HIGHSTEPS MANAGEMENT
Training & Consultancy



Human Resource Management Policy & Strategy

2020 - 2021

www.highstepstraining.com



COURSE DESCRIPTION

In modern organizations, Human Resources (HR) cannot limit itself to a mere implementation role. Its approach to managing the function needs to expand in order to truly become a strategic partner in the business. This course will help you learn about the tools and techniques used in drafting and developing HR strategies. It will also equip you with the knowledge and skills you need to translate such strategies into actions. Furthermore, the course will enable you to link the HR strategy to that of the organization and provide real value-adding HR solutions that you can present in a language organizational management understands.

COURSE METHODOLOGY

This course uses a combination of theory and practical application of course concepts. Participants will engage in simulation exercises combined with round table discussions of real life situations allowing them to gain a strong grip on the knowledge and skills presented in this course.

COURSE OBJECTIVES

By the end of the course, participants will be able to:

- List the main cycles in human resources and the critical steps of each
- Define strategic HR management and draft an HR strategy
- Explain the vital Key Performance Indicators (KPIs) which should be constantly monitored in HR
- Assess employee morale and determine a formula for calculating it objectively
- Differentiate between types of turnover and determine how each should be calculated
- Describe the main types of planning and budgeting approaches and how and when to use each

TARGET AUDIENCE

Human resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. This course is also suitable for those employees who are targeted for development or promotion within the HR function.

TARGET COMPETENCIES

- Strategic planning
- Analytical thinking
- Leading and supervising
- Deciding and initiating action
- Working with people
- Relating and networking
- Persuading and influencing
- Planning and organizing
- Achieving goals and objectives





COURSE OUTLINE

The main cycles in human resources management

- HR strategy cycle
- Recruitment and selection cycle
- Training and development cycle
- Performance management cycle
- Compensation and benefits cycle

Strategic HR management

- Situation analysis
- 'SWOT' analytical tool
- 'PEST' analytical tool
- 'PEDSTL' analytical tool
- HR strategy
- Visions and missions
- HR strategic goals
- Critical success factors in HR
- Key result areas
- Key performance indicators
- Core competencies
- Core values
- Measurement of each critical success factor category

Measuring human resources

- Measuring HR strategies: the main KPIs
- Human resources versus human capital
- Return on Human Capital (ROHC) and Cost of Labor (COL)
- Human Value Added (HVA) and Profit per Employee (PPE)
- Employee morale and employee satisfaction indices
- Other HR metrics
- HR scorecards and dashboards
- The balanced scorecard

Employee turnover

- Turnover versus attrition (gross and net turnover)
- Voluntary versus non voluntary separation
- Analyzing turnover: interpreting the data
- Cost of turnover for organizations
- Healthy versus unhealthy turnover
- Turnover index

Strategic planning and budgeting for human resources

- Strategic planning
- Approaches to planning
- Various HR plans





- Workforce plans
- Training plans
- Project plans
- The importance of budgeting
- Approaches to budgeting
- Budgeting for HR plans

BENEFITS OF ATTENDING

- Understand how HR policies and procedures fit into your organisation and how they affect employee relations
- Increase business performance and employee effectiveness through clear, fair and reasonable HR policies and procedures which help retain and motivate staff
- Align your terms and conditions of employment with your remuneration strategy and develop detailed employment contracts to improve employer branding and employee engagement
- Discover practical steps for developing an effective channel of communication with all employees through your HR Policies and Procedures Manual
- Develop the skills and expertise needed to produce clear and coherent policy and procedure documents

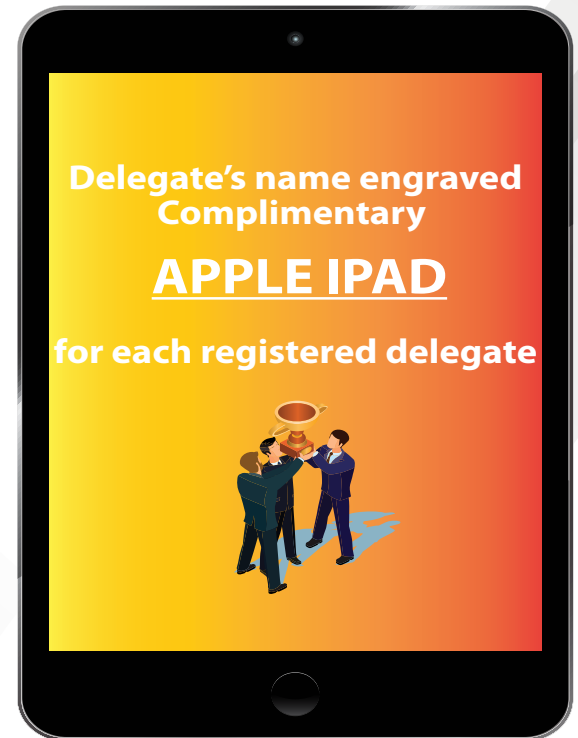


CERTIFICATION

Certificates will be awarded to all the participants upon successful completion of the training.

NOTES

1. Programs can also be customized and conducted on any dates on the nomination of 8 or more participants.
2. Tuition fees do not include accommodation, meals, medical, health & evacuation costs.
3. Arranging the visa for UAE costs USD 100/- per delegates and visa issuance may take 3 - 4 business days.
4. Complimentary Tours included in Dubai are :
Desert Safari with dinner.
Dubai City Tour.
Dhow Cruise with dinner.
5. Details of the complementary device :
2019 Apple Ipad, 10.2-inch Retina display
6. As part of the covid -19 measure HST will provide delegates with travel medical insurance coverage in case of unexpected health and medical emergencies.



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