Training Workshop

Subject: Human Capital Management

The Human Capital Management workshop will help participants develop the knowledge, methods and skills necessary to meet the human capital challenges of today's changing workplace and workforce. The workshop will prepare participants to lead the strategic deployment of human capital in today's corporations, government agencies, nonprofit organizations and small businesses.

Time-Frame: 3 Days from 8:30a.m. to 5:00p.m.

Audience: Human resource practitioners, all line managers and senior supervisors

Presentation Tools: Handouts, PowerPoint & Simulations

Required Tools from Audience: Laptops, Notepads, or Smart Tablets.

Participants: 10 to 20

Date: 27th & 28th of January 2017

Place: Ashrafieh Campus

Cost: $750

Deadline for Registration: January 20th, 2017

Outcomes

- Empower participants to become experts in enabling organizations to clearly demonstrate how job analysis adds value to the business.
- Participants will be able to develop their own interviewing skills and adopt adequate selection tools.
- Participants will develop, analyze and apply advanced training strategies and specifications for the delivery of training programs.

Outline

Day 1*: Job Analysis

This workshop will help participants to analyze existing job and to design a new job position. The seminar will includes methodologies and tools of research, interview, and benchmark for the sake of designing job analysis.

- Develop job descriptions and job specifications in terms of their vital role to the success of the selection procedure.
- Practice the job analysis interview process.
- Write a structured job descriptions and job specifications.
- Link job description and job specification to the multifunction human resource functions.

Day 2: Recruitment & Selection

This workshop will help participants plan recruitment efforts by assessing the manpower requirements and the supply sources and processes to meet these requirements. Participants will learn and practice the recruitment tools, develop in-depth employee-selection interviewing skills, and learn about the human resources function of selecting and placing employment candidates. Through extensive in-class practice, participants will now how to identify and define selection standards.

- Practice on various methods to determine the supply of and demand for human resources in an organization.
- Weigh the advantages and disadvantages of internal and external recruiting.
- Demonstrate full knowledge of the interviewing process.
- Interview simulations
- Practice people assessment's tool

Day 3: **Designing Training Programs**

The workshop will train participants on a systematic design process that addresses how to prepare measurable program objectives, select appropriate methods and materials, and ultimately create a complete program that effectively satisfies these objectives.

- Prepare cost-benefit analysis of training and explain the organizational, societal and individual costs and benefits of training and development.
- Evaluate the training needs, assess the ROI of trainings, and post training evaluation.
- Identify training and development needs for the 21st century.
- Group Case Study on corporate training needs.