



HR - Managing the Training Function (Certified Training Manager)



4 - 15 November 2024



Lisbon (Portugal)

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course code: C8165 From: 4 - 15 November 2024 Venue: Lisbon (Portugal) - course Fees: 4500 Euro

## Conference Objectives:

### By the end of the conference , participants will be able to:

- Define Human Resources and list its main functions and responsibilities.
- Write an HR strategy while ensuring its alignment with the overall one.
- Measure the contribution of HR to the bottom line in profit and non-profit organizations.
- Assess the effectiveness of the Human Resources function through the use of smart key performance indicators (KPIs) and indexes.
- Prepare for the management of a Human Resources function through the submittal of an HR-management-related project.

## This conference is designed for:

Human Resources managers and senior professionals in the function who seek to learn how to manage a Human Resources function from an executive perspective. Participants of this program will be required to submit one or more projects on HR related topics which will be covered during the program. This program is worth 25 NASBA CPEs.

## Conference Outline:

### Human Resources Management

- Definition
- The Main Functions in HR
- The Roles and Responsibilities of Each Function

### Writing HR Strategies

- Pre-strategy Analysis: SWOT Analysis
- Use of Surveys to Assess Status of HR
- HR Visions and Missions
- Key Results Areas in Human Resources
- Key Performance Indicators: The Main Indexes in HR
- Core Competencies for HR Professionals
- Core Values

### Linking Strategy of HR with Strategy of the Organization

- Impact of HR on Profit
- Impact of HR in Non-Profit

### Assessing the Effectiveness of Human Resources

- Efficiency of Recruitment Process
- Effectiveness of Selection Decisions
- Measuring the Training and Development Function
- Effectiveness of Performance Management Systems
- Measuring the Compensation and Benefits Function

### HR Reports

- Reporting HR to Top Management
- Measuring the HR Manager
- The HR Quarterly Report: Format and Content
- The HR Scorecard

- Organizations
- Added Value of the HR Function