EURO WINGS
TRAINING CENTER
www.eurowingstraining.com

Human Resources Development & Personnel Management

15 - 19 June 2025

Manama (Bahrain)

Human Resources Development & Personnel Management

Introduction

Most organisations would place the management and motivation of their people as their major priority. This seminar is designed to show how to get the best out the human resource. This seminar covers the main components of an effective HR Process including:

- Recruitment
- Employee Motivation and Reward
- Training and Learning
- Measuring the value of HR

Objectives

The objectives of the seminar are:

- To develop an understanding human resources development and personnel management practices
- To develop an awareness the advantages of effective human resource management
- To develop awareness of key HR and HRD strategies for improving organisational success
- To understand the application of strategic human resources development and personnel management practices in the workplace
- To effectively apply appropriate practices to specific workplace situations

Training Methodology

The training methodology used is designed to encourage maximum participation by all delegates. The presenter will suggest ideas and theories to the delegates and then encourage them to test out the ideas by the use of discussion, small group work, exercises and feedback. Each day of the seminar will end by delegates completing their own record of what has been learned on the day and considering how the ideas might be transferred back to the workplace.

Organisational Impact

The purpose of this seminar from an organisations point of view is to constructively challenge to the organisation's approach to Human Resource Development and Personnel Management. As a result, an organisation which applies these ideas will experience:

- Lower staff turnover
- More effectiveness in selection and assessment
- Greater motivation

- More commitment from the workforce
- More effective identification and development of poor performers
- Better value for money from the Human Resource function

Personal Impact

As a result of attending this seminar, delegates will be equipped to develop effective people management practices; they will:

- Know how to critically evaluate current HR practices
- Be able to introduce an effective recruitment process
- Understand how to get people to work more effectively
- Understand how to help individuals and teams learn
- Be able to identify, plan and evaluate training interventions
- Know how to create an effective structure within HR

SEMINAR OUTLINE

DAY 1

Introduction to HRM, HRD and HRP

- Seminar introduction and objectives
- The context for HR
- Change management
- Human Resource Management V Personnel Management
- Human Resource Development (HRD)
- Human Resource Planning (HRP)
- Strategic HRM – the new HR Strategic Model
- Outsourcing

DAY 2

Resourcing & Recruitment

- The employment psychological contract
- Why do good people leave?
- The process approach to interviewing
- Induction, job descriptions and references
- Personality Questionnaires and forms of testing
- Methods of detecting when applicants don't tell the truth
- The new recruitment process to avoid litigation
- The value of using assessment centres

DAY 3

Pay & Employee Reward

- Employee motivation
- Salary, bonuses & benefits
- Understanding competencies
- Competency based Assessment
- Competency and performance based pay
- Different structures – different pay and rewards
- Total pay concept
- Salary surveys

DAY 4

Training Learning & Development

- Career management
- Personal development
- Coaching
- Mentoring
- E-learning
- How flat organisational structures and empowered teams affect training and development
- Self Development
- 360 degree feedback as a development tool

DAY 5

Value for money from HR

- The new HR structure
- New roles within HR
- HR Business Partners
- Value of trend analysis and HRP
- Internal and External Frameworks
- Proving ROI on HR activities
- Review