Training Title: Certified Human Resources Professional

Trainer: Dr. Mohammad Ta'Amnha, PhD in HRM (UK), GPHR, SPHRI, SHRM-CP. Certified Employer Branding Leader, Assistant Professor of HRM, German Jordanian University.

Overview

This interactive and engaging program is designed to familiarize participants with the latest thinking and best practices in Human Resource Management (HRM). It places HRM at the heart of organizational management in a rapidly changing, complex, and global marketplace. The program is aimed at individuals with current or future operational responsibility for HRM, those aspiring to progress into an HRM career, and those interested in the strategic significance of HRM in modern organizations.

Program Aims and Objectives

The course provides a practical overview of contemporary HRM, combining theoretical frameworks with empirical case studies. It encourages participants to draw on their own experiences to develop a clear understanding and practical working knowledge of HRM in modern organizations. The course is highly interactive, with a significant focus on class discussions.

Upon completion, participants will be able to:

- Appreciate the strategic and operational significance of modern HRM.
- Develop and evaluate HRM concepts, strategies, policies, principles, and practices.

Assessment

To be awarded the Certified Human Resources Professional certificate, each participant will develop an HR manual for a chosen company, with guidance and supervision provided by the trainer.

Core Modules

Module 1: Fundamentals of Human Resource Management

- Overview of HRM and its importance for all managers.
- HRM activities: hiring, training, compensating, appraising, and developing employees.
- Global and competitive trends in HRM.

Module 2: Job Analysis

- Analyzing jobs and writing job descriptions.
- Techniques for job analysis and drafting job specifications.
- Competency-based job descriptions.

Module 3: Talent Recruitment & Selection

- Recruiting sources and selection processes.
- Testing techniques, background checks, and ethical considerations.
- Interviewing techniques and effective psychometric tests.

Module 4: Orientation Training & Development ROI

- Importance of new employee induction.
- Developing orientation program.
- Effective orientation program evaluation.
- Training needs analysis and measuring training effectiveness.

Module 5: Return on Investment

- Skills for creating and delivering ROI evaluations.
- ROI process model for evaluating training programs.
- Phillips ROI Methodology application.

Module 6: Career Pathing and Succession Planning

- Basics of career development and succession planning.
- Differences between replacement planning, talent management, and human capital management.
- Contemporary career models and career management.

Module 7: Performance Management

- Motivation theories and performance management systems.
- Appraisal processes, standards, and 360-degree feedback.
- Building effective performance management systems.

Module 8: Compensation & Benefits

- Employee compensation types and effective compensation strategies.
- Salary structure design and influencing factors.

Module 9: Managing Employee Engagement and Retention

- Employee retention strategies and managing turnover.

- Employee attitudes, engagement, well-being, and stress management.
- Conducting effective exit interviews.

Module 10: People Analytics

- Uses and applications of business metrics in Human Capital Analytics.
- Best practices for using data and metrics in HRM.

Module 11: Jordanian Social Security Law and Jordanian Labor Law

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Follow-Up Meeting

A follow-up meeting will be scheduled to build on the learned concepts, discuss tool and technique applications, and address any difficulties faced.

Training Language

- **Training Material:** English
- **Discussion and Explanation:** Arabic & English

Structure

The program is delivered through online lectures, group discussions, individual and group exercises, videos, case study analysis, and topic-specific workshops. It is student-focused and 'real-world' oriented, allowing participants to relate their learning to their own experiences and the wider business world.

Accreditation

The certificate will be issued and accredited by the German Jordanian University and the Jordanian Ministry of Higher Education.

Course Details

- **Training Name:** CHRP
- **Hours:** 30
- **Day:** TBC
- **Time:** TBC
- **Date:** TBC
- **Cost:** TBC
- **Venue:** TBC

For more information, call or WhatsApp via 0777 35 10 98, 0775313876