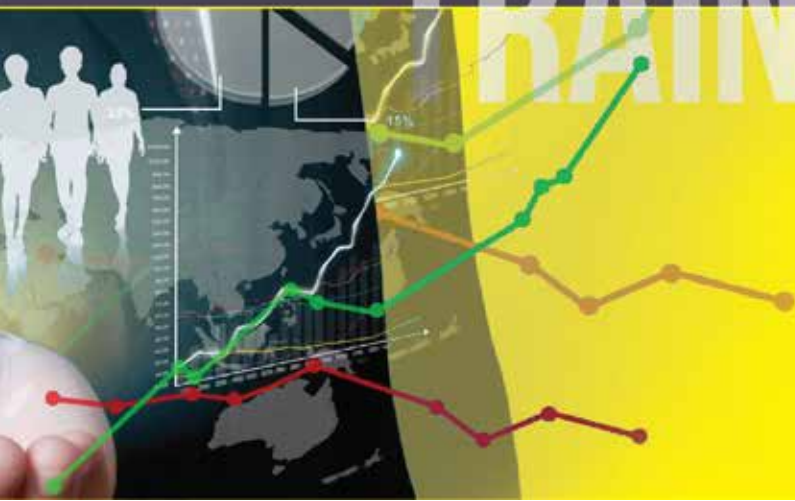



HR PROFESSIONAL TRAINING COURSES

“ You can have the best strategy and the best building in the world, but if you don't have the hearts and minds of the people who work with you, none of it comes to life.” - Renee West

TRAINING





HRM at any business entity is important for its success in three ways. First, HRM deals with recruiting, managing and directing qualified personnel for accomplishments of its goals. Second, effective HRM equals business growth if it plays strategic roles in managing its people, culture and environment. Finally, effective HRM practices like strategic employee alignment help the company be adaptive, resilient, and responsive and customer oriented.

Training Period: Aug – Dec 2019

Duration: Full day per training topic

Investment: 4,500af\$ per training Course

Venue: Safi Landmark Hotel

Registration Deadline: August 20, 2019

TRAINING COURSE OUTLINE

TRAINING COURSE

PLANNING FOR
HUMAN RESOURCES



SUCCESS CRITERIA

Identify the role of HR planning in building the competitive advantage of the firm
Describe the process of HR planning
Describe process and tools in HR planning for key

OUR PROFESSIONAL TALK

Session:1 No HR planning, no HRM
Session:2 The process of HR planning
Session:3 HR planning for key management positions

WE WILL MEET IN August 24, 2019

01

TRAINING COURSE

PERFORMING
EFFECTIVE JOB DESIGN



SUCCESS CRITERIA

Explain the roles and benefits of job design
Describe and illustrate the job design process
Apply the job design process when organizing and assigning jobs to employees

OUR PROFESSIONAL TALK

Session:1 Job design - the cornerstone for assigning "the right person for the right job"
Session:2 Job design process
Session:3 Assigning jobs to achieve the highest level of effectiveness

WE WILL MEET IN September 14, 2019

02

TRAINING COURSE

RECRUITING FOR KEY
MANAGEMENT POSITIONS



SUCCESS CRITERIA

Identify suitable interviewing tools and methods
Make smart selection decisions on key management personnel
Negotiate benefits successfully

OUR PROFESSIONAL TALK

Session:1 The recruitment compass
Session:2 Behavioral interviewing techniques
Session:3 Making recruitment decisions and negotiating compensation and benefits

WE WILL MEET IN September 28, 2019

03

TRAINING COURSE

MANAGING HR
COMMUNICATION



SUCCESS CRITERIA

Explain the role of Employee Communication
Establish processes for managing Employee Communication
Describe the content and tools necessary for successful Employee Communication
Describe key components of an Employee Handbook

OUR PROFESSIONAL TALK

Session:1 Employee communication – the foundation for making Human Resource decisions
Session:2 Managing employee communication
Session:3 Creating an Employee Handbook

WE WILL MEET IN October 12, 2019

04

TRAINING COURSE

ESTABLISHING COMPENSATION AND BENEFITS



SUCCESS CRITERIA

Define the role of the Com&Ben system in terms of Human Resource Management (HRM).
Describe tools applied to set up an adequate Com&Ben system.
Address issues related to salary increases and complaints in connection with a Com&Ben policy.

OUR PROFESSIONAL TALK

Session:1 Com&Ben – a great challenge of Human Resource Management

Session:2 Tools to set up an adequate Com&Ben system

Session:3 Salary increase and problem-solving as to the Com&Ben policy

WE WILL MEET IN October 26, 2019

05

TRAINING COURSE

APPRAISING PERFORMANCE



SUCCESS CRITERIA

Describe common issues related to performance appraisal.

Explain the importance of performance appraisal.

Describe the process of performance appraisal.

Describe the content of an effective performance appraisal form.

Explain how to conduct effective meetings with staff regarding the outcome of their performance appraisal.

Describe how to establish the proper environment for a performance appraisal system for their companies.

OUR PROFESSIONAL TALK

Session:1 Common Difficulties with Performance Appraisal

Session 2 The Purpose and Benefits of Performance Appraisal

Session 3 The Performance Appraisal Process and Necessary Tools

Session 4 Establishing the Proper Environment for Conducting a Successful Performance Appraisal

WE WILL MEET IN November 16, 2019

06

TRAINING COURSE

ORGANIZING FOR SUCCESSFUL TRAINING AND DEVELOPMENT



SUCCESS CRITERIA

- Identify the scope of training required
- Identify training needs
- Identify the tools needed to conduct a training needs assessment
- Prepare a training plan
- Prepare a training impact evaluation plan

OUR PROFESSIONAL TALK

- Session 1 Scope of training
- Session 2 Needs assessment
- Session 3 Preparing a training plan
- Session 4 Training impact assessment

WE WILL MEET IN November 30, 2019

07
TRAINING CO

TRAINING COURSE

RETAINING TOP EMPLOYEES



SUCCESS CRITERIA

- Identify the importance of retaining top employees in supporting the company's competitive edge
- Explain briefly the functions of HRM
- Identify top employees by qualitative and quantitative measures
- Describe a number of ways to understand expectations of top employees
- Describe the tools for retaining top employees and ways to apply it in practice.

OUR PROFESSIONAL TALK

- Session 1 Retaining top employees and the competitive advantage
- Session 2 Top employees: Who are they?
- Session 3 How to retain top employees?

WE WILL MEET IN December 14, 2019

08

METHODOLOGY

The course uses a problem-based methodology in order to engage participants actively in the learning process. Before each course, participants are encouraged to raise issues that they are facing at work by completing a participant profile. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges at work.

LEARNING METHODS

Trainer applies the following methods to convey the content of the learning course:

- Mini lecture
- Role-plays
- Group discussions
- Games
- Case studies
- Snow ball
- Questions & answers

EVALUATION METHODS

Participants' learning outcomes will be assessed as follows.

VENUE	CONTENT	METHOD
In class	Knowledge	<ul style="list-style-type: none">• Observation/Interaction/Action plan
	Skill	<ul style="list-style-type: none">• Demonstration/Role-play
At work	Skill	<ul style="list-style-type: none">• Action plans• Comment on management result

LEARNING INTENTION:

- To professionally understand the concept and practice of HR within your organization
- Help participants to systemize their theoretical HR management knowledge
- Give big picture of the HR management system
- Familiarize participants with practical tools and their application
- Introduce participants to leading international and local practices in the integrated talent management
- Teach participants how to use their knowledge to solve practical problems

TARGET PARTICIPANTS

- Head and Deputy Head of HR department
- HR Consultant
- HR Managers
- HR Officers and Assistance
- Administrative personnel involved into HR matters
- Employees planning to acquire HR knowledge

HOW CAN YOU PARTICIPATE?

- By individual capacity
- By sponsoring venue, refreshment, and food
- By sponsoring participants

REGISTRATION PROCESS

Please fill out the registration form

<http://www.llcaa.com/hr-professional-training-courses/>

Our correspondent will contact you for further processing.

TRAINER'S PROFILE

ABDULLAH STANEKZAI
FREELANCE HRD CONSULTANT



Abdullah Stanekzai received his MBA with HRM specialization from Pakistan. He has received one year specialized diplomas in the field of Office Management, IT, Business Administration, HR Management, International Business Communication, and TEFL from Trade Testing Board and Skill Development Council of Pakistan. He has performed jobs in the fields of HRM, HRD, Training, Education, Communication & Coordination, Monitoring and Evaluation and Project Management with Universities, Professional Institutes, Governmental Organizations, International Organizations including UN and Training Providing Firms for more than ten (10) years in Afghanistan and Pakistan. He is currently serving IBS as part-time HRD Consultant. He is a freelance BE/IFC/World Bank Group Trainer, Trainer of Trainers, Course Customizer, Trainer Assessor & Material Developer, and SDC Certified HR Professional besides being Visiting Lecturer in Private Universities. He is a Volunteer Member of AfES & Head of Professional Development Committee of PMI Afghanistan Chapter.



SPECIAL OFFER

- Certificate will be provided;
- Training can be customized as per clients' requirement;
- Group and Organizational discounts are available;
- Scholarship available for female candidates; and
- Special certificate will be given to those who participate in all 8 courses.

ABOUT ADVANCED ACCOUNTING LLC AND IBS

We are proud initiators of programs such as Colloquium on Accounting (CoA), The Young Leaf (YL), Corporate Leaders Conference (CLC), Afghan Girls Debating Program (AGDP), and HR Champions Talk. Each activity has significance of its own. The scope of activities vary from finance, management, social innovation, social change, peace building, debating, negotiation to role modeling.

Advanced Accounting LLC is a US based accounting and audit firm that has been serving its clients for more than a decade in the United States of America and Canada. With a team of experienced staff, Advanced Accounting LLC launched its Kabul branch in March 2016, which has been serving the market in the fields of Audit, Advisory, Event Management and Training & Development.

Institute of Business Studies (IBS) is our capacity building program which offers ACCA, FIA and other finance, management and accounting courses based on practical approaches. IBS also provides different workshops, seminars, and trainings in the areas of Accounting, Finance, Management and Leadership.



PLEASE CONTACT US FOR FURTHER INFORMATION



/IBS.Afg



@IBSAfg



+93 202502968



riyasatali@lcaa.com



www.lcaa.com



1st Apartment, 2nd Floor, Kart-e 4 Plaza,
Kart-e 4, Kabul, Afghanistan

