



HR Professional Training Courses 2020



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.

HRM

*Training Period: February - June 2020
Duration: Full day per training topic
Investment: 4,500af\$ per training Course
Venue: Safi Landmark Hotel
Registration Deadline: January 15, 2020*

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 February 01, 2020

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 February 15, 2020

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 February 28, 2020

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 March 14, 2020

04

Training course



RECRUITING FOR KEY MANAGEMENT POSITIONS

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 March 28, 2020

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 April 11, 2020

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 June 06, 2020

07

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 June 20, 2020

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	• Observation/ Interaction/Action plan
	Skill	• Demonstration/ Role-play
At work	Skill	• 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

Contact us

[+93 202 502968](tel:+93202502968)

Trainer's Profile

Abdullah Stanekzai
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.





Abdul Khaliq Rozbi
HR Manager - TDH Foundation



M. Safar Rahimi
HR/Admin Manager
Kateb University



Najja Alizada
Samuel Hall



Enayatullah Baig
Business Development Advisor
Etilaat - e - roz



Hamasa Barezai
Senior HR Officer
AIB



Rafiullah Stanekzai
PMS Supervisor
I ENG

HR

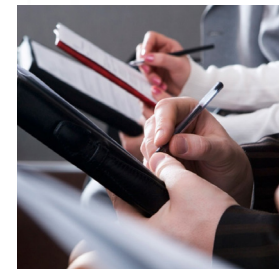
Professional Training Course Participants

2019

CENTER OF BUSINESS ADMINISTRATION

Center of Business Administration (CBA) is a business academy which offers different educational certifications and courses such as ACCA, FIA and CIA, based on practical approach.

CBA also provides training and capacity building services in areas such as audit, finance, management, leadership, communication and HRM, in order to improve and acquire market oriented skills which is indispensable in their career growth. We offer training services with a team of experienced professionals who are highly qualified in performing their relative objectives. They offer a combination of their accomplishments to provide high quality training sessions to participants. In addition to that, students and young professionals are also provided with relevant platforms to enhance and nourish their technical and soft skills.





HR 2020 AGENDA

HR

CHAMPIONS TALK


 +93 202 502 968

 info@cba.edu.af

 www.cba.edu.af

 /CBA.Afg

 @cba_afg

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