



» Benefits of the Program:

Additional Benefits

- Highly skilled professional LAU – CEP trainers
- Small class size for direct interaction with participants
- Quality control program implementation
- Workshop calendar suitable for working participants
- Industry proven resources used as support material for workshops

LAU-CEP attendance certificates will be provided upon the completion of each workshop.

Contact Information:

CEP
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For corporate training, pre and post skill assessments are available

Information on external funding is available upon request

Human Resources Management Diploma

*Your Corporate Education Partner ...
 Beyond Standards*



Target Audience

- HR Professionals
- Department Heads from all Industries
- Entrepreneurs and Business Owners
- Recruitment Specialists and Agents

Hands-on human resource management training programs bring insight to the rising importance of HR management as a strategic business partner and the vital role it plays in contributing to business success.

Human Resources Management Diploma will explore innovative strategies to attract and retain new talent while making them highly efficient in the organization.

Participants will learn to recognize best HR practices and implement them to positively affect bottom line results. In addition, creating compensation and benefit systems, detecting training needs and managing T&D will be covered.

Motivation, interviewing, job evaluation, performance review, staffing methods, policies and procedures, and constructive feedback are essential elements of the HR program.

Legal and ethical issues must also be identified and studied in order to ensure organizational efficiency.

Human Resources Management Diploma

- **Advanced Recruitment Strategies**
- **Managing Training Needs**
- **Job Analysis and Job Descriptions**
- **Behavioral Interviewing Skills**
- **Job Evaluation and Grading Systems**
- **Compensation and Benefits**
- **Succession Planning**
- **Counseling and Disciplinary Procedures**
- **Motivation and Performance Feedback**
- **Writing Policies and Procedures**
- **Talent Management, Retaining Talents**



Advanced Recruitment Strategies

Duration: 6 hours

>>>> > This full day workshop analyzes the process of finding the best fit candidate for a specific post in an organization. It will explore the decision making process involved in choosing the most suitable candidate among a large pool of applicants.

Behavioral Interviewing Skills

Duration: 6 hours

>>>> > A person's past performance on the job is an accurate indicator of how they will perform in the future. Therefore, it is important to ask the right questions in order to properly analyze potential candidates. This workshop will introduce the behavioral interviewing method, relevant questions to be discussed, and behavior on which to focus.

Succession Planning

Duration: 6 hours

>>>> > An organization must prepare for the evolution of its employees as a proactive and progressive process within the company. Therefore, it is important to have a contingency plan in order to facilitate a successful transition. This workshop will discuss the elements of a succession plan and how to prepare for the growth of personnel from within.

Writing Policies and Procedures

Duration: 6 hours

>>>> > The HR Department's main goal is to align strategy with employee performance while adhering to policies and procedures. Employees must follow established guidelines in order to be successful in the workplace. This workshop will aid in identifying the specific needs of the organization, hence writing effective policies and procedures for the organization to follow.

Managing Training Needs

Duration: 6 hours

>>>> > Employee training and development is vital for every business and is the key to success and satisfaction. Therefore, it is important to understand the relevance of the training needs analysis and evaluation. In this workshop, different levels of training evaluations will be discussed, as well as establishing and clarifying training needs for each employee.

Job Evaluation and Grading Systems

Duration: 6 hours

>>>> > This workshop analyzes fair grading systems and benefits. It will assist organizations in creating a balanced system that simplifies the job evaluation process. The finished structure will serve as a reference for the entire organization that can be utilized at all levels for development.

Counseling and Disciplinary Procedures

Duration: 6 hours

>>>> > Supervisors and employees should meet regularly to discuss workplace performance, conduct and behavior. When necessary, disciplinary action may be taken in order to correct deficiencies. This workshop will explore present day counseling methods utilized in organizations for the purpose of attaining best performance.

Talent Management, Retaining your Talents

Duration: 6 hours

>>>> > Talent management is an overall organizational strategy that gives a competitive advantage to those who implement such systems into their business environment. Research has proven that organizations that use talent management strategies and solutions exhibit higher performance in the workplace. This workshop will analyze the talent management process and focus on ways to retain valued employees.

Job Analysis and Job Descriptions

Duration: 6 hours

>>>> > It is essential that employees understand what is required of them in the workplace in order for them to reach their maximum potential. This workshop introduces the methods of developing a job analysis system that details all the tasks and responsibilities that are expected of each employee. This will help to clarify their roles and understand their duties within the organization.

Compensation and Benefits

Duration: 6 hours

>>>> > Employees can be motivated not only through financial rewards (base pay) but through incentives and benefits as well. This workshop discusses the importance of compensation and benefits in a business setting. Participants will learn how to create systems that attract talented candidates, retain quality employees and encourage superior performance.

Motivational and Performance Feedbacks

Duration: 6 hours

>>>> > Each person has unique biological, emotional, cognitive, and social forces that direct their individual behavior. Positive feedback serves as an overall motivating force in workplace satisfaction. This workshop will review the elements of a healthy work environment and discuss ways to motivate employees via performance feedback.

