



# HM263:

## Human Resources Excellence: *Organizational Development, Compensation & Benefits and Organizational Design*

## Training Description:

Human Resources has evolved into a strategic business partner that drives organizational performance, employee engagement and sustainable growth. This intensive training course equips HR professionals with practical knowledge and modern HR strategies covering key areas such as Organizational Development (OD), Compensation & Benefits, Organizational Structure, Workforce Planning, Performance Management, Talent Development and HR Best Practices.

Participants will gain practical tools to design effective organizational structures, develop competitive compensation systems, enhance organizational effectiveness and align HR strategies with business objectives. Through interactive workshops, case studies group discussions and practical exercises, participants will learn how to create high-performing organizations while ensuring compliance with HR policies and employment regulations.

## Training Objectives:

**By the end of the training, participants will be able to:**

- ✓ Understand the strategic role of Human Resources in organizational success
- ✓ Design effective organizational structures aligned with business goals
- ✓ Apply Organizational Development (OD) principles to improve organizational performance
- ✓ Develop fair and competitive compensation and benefits systems
- ✓ Conduct job analysis and job evaluation
- ✓ Design salary structures and grading systems
- ✓ Improve workforce planning and succession management
- ✓ Develop effective performance management systems
- ✓ Enhance employee engagement and organizational culture
- ✓ Implement HR metrics and analytics for informed decision-making
- ✓ Apply HR best practices in talent management and organizational transformation

## Training Designed for:

This training course is intended for HR Managers, HR Business Partners, HR Officers, HR Specialists, Compensation & Benefits Professionals, Organizational Development Specialists, Talent Management Professionals, Learning & Development Professionals, Recruitment Managers, Workforce Planning Professionals, Administrative Managers, Department Managers involved in HR planning, Government HR Personnel and Anyone involved in organizational effectiveness and people management.

## Training Requirement:

**“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”**

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

## Training Program:

### DAY ONE:

#### STRATEGIC HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

- ❖ **Module 1: The Strategic Role of HR**
  - Evolution of Human Resources
  - HR as a Business Partner
  - HR Strategic Planning
  - Aligning HR with Business Strategy
- ❖ **Module 2: Fundamentals of Organizational Development**
  - What is Organizational Development?
  - OD Principles
  - Organizational Effectiveness
  - Diagnosing Organizational Issues
  - Change Management Models
- ❖ **Module 3: Organizational Culture**
  - Building High-Performance Cultures
  - Employee Engagement
  - Organizational Values
  - Leadership and Culture Alignment
- ❖ **Practical Workshop:**
  - Organizational Diagnosis Exercise
  - HR SWOT Analysis

### DAY TWO:

#### ORGANIZATIONAL STRUCTURE & WORKFORCE PLANNING

- ❖ **Module 1: Organizational Design**
  - Types of Organizational Structures
  - Functional Structure
  - Matrix Structure
  - Divisional Structure
  - Flat vs Hierarchical Organizations
  - Agile Organizations
- ❖ **Module 2: Organization Design Process**
  - Designing Reporting Relationships
  - Span of Control
  - Departmentalization
  - Decision-Making Authority
- ❖ **Module 3: Workforce Planning**
  - Workforce Forecasting
  - Skills Gap Analysis
  - Workforce Analytics
  - Succession Planning
  - Talent Pipeline Development
- ❖ **Practical Workshop:**

- Design an Organizational Structure
- Workforce Planning Exercise

### DAY THREE:

#### COMPENSATION & BENEFITS MANAGEMENT

##### ❖ Module 1: Compensation Fundamentals

- Total Rewards Philosophy
- Compensation Strategy
- Internal Equity
- External Competitiveness
- Pay for Performance

##### ❖ Module 2: Job Analysis & Job Evaluation

- Job Description Development
- Job Specifications
- Job Evaluation Methods
- Point Factor Method
- Market Pricing

##### ❖ Module 3: Salary Structure Design

- Salary Grades
- Salary Bands
- Pay Scales
- Incentive Programs
- Variable Pay
- Bonus Schemes

##### ❖ Module 4: Benefits Administration

- Employee Benefits
- Health Insurance
- Retirement Plans
- Allowances
- Flexible Benefits
- Recognition Programs

##### ❖ Practical Workshop:

- Build a Salary Structure
- Job Evaluation Exercise

### DAY FOUR:

#### TALENT MANAGEMENT & PERFORMANCE MANAGEMENT

##### ❖ Module 1: Talent Management Framework

- Talent Acquisition Strategy
- Employee Development
- High Potential Identification
- Leadership Development
- Career Planning

##### ❖ Module 2: Performance Management

- Performance Planning
- Goal Setting
- KPIs

- Competency-Based Performance
- Continuous Feedback
- Performance Reviews
- ❖ **Module 3: Learning & Development**
  - Training Needs Analysis
  - Learning Strategies
  - Competency Frameworks
  - Employee Development Plans
- ❖ **Practical Workshop:**
  - Develop KPIs
  - Performance Review Simulation

#### DAY FIVE:

#### **HR ANALYTICS, EMPLOYEE ENGAGEMENT & FUTURE HR TRENDS**

- ❖ **Module 1: HR Analytics**
  - HR Metrics
  - Workforce Dashboards
  - Turnover Analysis
  - Absenteeism Analysis
  - Productivity Metrics
  - Predictive HR Analytics
- ❖ **Module 2: Employee Engagement**
  - Measuring Engagement
  - Employee Experience
  - Retention Strategies
  - Recognition Programs
  - Wellbeing Initiatives
- ❖ **Module 3: HR Digital Transformation**
  - AI in Human Resources
  - HR Information Systems (HRIS)
  - Automation in HR
  - Digital Recruitment
  - Data Privacy in HR
- ❖ **Module 4: HR Best Practices**
  - HR Governance
  - Policy Development
  - Ethics in HR
  - Compliance
  - Future of Work
- ❖ **Final Workshop:**
  - Develop an HR Improvement Strategy
  - Group Presentation
  - Course Review
  - Action Planning
- ❖ **Course Conclusion**
- ❖ **POST-ASSESSMENT and EVALUATION**

## Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

## Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

## Training Fees:

**USD\$ TBA as per the course location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

*Note: The 5% VAT (Value Added Tax), will be effective starting 01<sup>st</sup> of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.*

## Training Timings:

### Daily Timings:

|               |                               |
|---------------|-------------------------------|
| 07:45 - 08:00 | Morning Coffee / Tea          |
| 08:00 - 10:00 | First Session                 |
| 10:00 - 10:20 | Recess (Coffee/Tea/Snacks)    |
| 10:20 - 12:20 | Second Session                |
| 12:20 - 13:00 | Recess (Prayer Break & Lunch) |
| 13:00 - 14:00 | Last Session                  |

### For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

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