

Advanced Enhancement Skills for Administration Coordinators

Date	Venues	(\$)Fees	Book your seat

27 Apr -01 May 2025 Dubai 2900 Register Now

Objectives:

By the end of the program, participants will be able to:

- To Enable coordinators to identify major HR pertaining and personnel matters
- To coordinate, arrange and forward all employee related matters to responsible parties.
- To fully introduce the roles and responsibilities of Personnel Administration in accordance with HR Management.
- To understand how the Employee Relationships Function operates as a whole with particular emphasis on H.R. systems such as job grading, grievance and disciplinary systems operate.
- To develop skills in staff coaching, counseling and mentoring.
- To update participants on the latest developments in Personnel Administration and HR Management.
- To Build and Maintain healthy Contacts with Department Employees

Who should attend?

Admin Coordinators, Supervisors, Officers, Administrators, representatives & assistants.

Course Outline:

Employee Performance Coordination:

- Planning
- Monitoring
- Developing
- Rating
- Rewarding
- · Conducts investigations and makes recommendations regarding issues of staff misconduct
- · Coordinating job descriptions
- · Appraisal systems and methods
- Explaining, and coaching managers
- Grievance and Disciplinary procedures
- Giving feedback
- · Providing advice and guidance to staff

Basics of Human Resources Policies for Administrators:

- The HR Function
- · Personnel Administration
- Training & Development
- · Compensation & Benefits
- Manpower Planning

Task Analysis:

- · Observing average and above average performance
- · Creating Tables
- Assessing Performance
- Utilizing Competency Framework

Employee Relations:

- · Categories of Employment
- · Working Hours and Overtime
- Flexible Work Options
- Leave Provisions

Describing what people do:

- · Organizational structure
- Understanding job and person specifications.
- Using competencies
- Job evaluation and grading

Basic Training and Development:

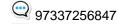
- Training Needs Analysis for the Department
- · Developing a Training Plan for the Department
- · The Fundamentals of Training
- Deriving training requirements from job description
- Long term & short term plans.
- Different implementation methodologies, in house courses, short courses, professional certification
- · Training records keeping.

Getting Organized - Time Management:

- · Arrive on Time
- · Meetings with Colleagues
- Writing things down
- Furniture & Equipment
- Prioritizing
- · Delegation and Empowerment

WORKSHOP STYLE

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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