



First Select

Advanced Enhancement Skills for Administration Coordinators

Date	Venues	(\$Fees	Book your seat
04 May -08 May 2025	Istanbul	3300	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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