



ASSETS PROTECTION COMPANY
SECURITY AND SAFETY TRAINING CENTER
 (A DIVISION OF SAUDI PETRO GAS COMPANY)

Human Resource Management

The program aims at helping the participants in understanding Human Resource Management aspects in managing their work effectively.

Objectives:

At the end of the program the participants will be able to:

- Understand the issues and strategies in HRM
- Motivate employees in creating climate for ‘Core Value Driven Management’ in SAIL
- Identify technological changes and challenges before the executives to prepare themselves
- Use different tools and techniques of negotiation skills at different levels
- Develop machinery for better Industrial Relations (IR) by participative methods
- Handle disciplinary issues in shop floor situation
- Prepare an action plan for improving effective implementation of HRM policies

Course Subjects & Schedule:

<u>Day 1</u>	<ul style="list-style-type: none"> ▪ Emerging issues and strategies in accelerating the speed of human response in an organization ▪ Technological changes and HRM Challenges 	<u>Day 4</u>	<ul style="list-style-type: none"> ▪ Managerial Leadership and empowering people in the organization
<u>Day 2</u>	<ul style="list-style-type: none"> ▪ Negotiation Skills in Management ▪ Total Quality Management through Internal Customer Satisfaction for improved performance 	<u>Day 5</u>	<ul style="list-style-type: none"> ▪ Changing Industrial Relations and participative methods ▪ Managing Discipline
<u>Day 3</u>	<ul style="list-style-type: none"> ▪ Motivating people in creating climate for Core Values 		<ul style="list-style-type: none"> ▪ Action Plan & presentation ▪ Final exam

<u>Participants:</u>	<ul style="list-style-type: none"> ▪ Middle and senior level executives from any function
<u>Methodologies:</u>	<ul style="list-style-type: none"> ▪ Lecture, group activities, syndicate work, case studies, group presentations ▪ Evaluation: <ul style="list-style-type: none"> • Written Test • Practical: Oral / Viva-voce
<u>Duration:</u>	Five (5) days
<u>Course Location:</u>	Security and Safety Training Center, Dhahran or at Client’s Venue
<u>Course Cost:</u>	S.R. 3562.00 per Participant
<u>Language:</u>	English / Arabic