

# HRM ,Training Courses

Course Name	Code
Design, Execute & Evaluate Training Programs	538
Legal Aspects of HR and Personnel Management	503
Enhancing the Skills of Training Co Ordinator	433
Essential Skills for Effective Training Administration	427
Coaching for Success in the Oil & Gas Industry	345
Human Resources Development & Personnel Management	119
Competency Based Management	112
The HR Administrator	104
Employee Relations: Motivation, Grievances and Discipline (Professional Employee Relationship Specialist)	97
Job Evaluation & Analysis (Professional Job Analyst)	94
Motivating, Coaching, Counselling & Mentoring: Practical Tools for Effective Leadership & Develop Talent	12
Human Resources Management (Professional HR )	118
Essential Skills for Effective Training (Professional Training Co Ordinator)	98
Driving Performance through Talent Management	101
Managing and Coordinating Training Proactively	103
Professional Master Trainer	115
The HR Administrators Role	438
International Human Resources Professional	548
The Art of Human Resource Management (HR Professional)	96



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The HR Management MBA	428
HR Skills for HR Assistants	347
Managing People at Work	349
Continuous Employee Development & Empowerment	351
Mastering Human Resource Management	431
Advanced Selection, Interviewing & Recruitment Skills	344
Compensation & Benefits Management	436
Financial Skills for HR Professionals	117
Mastering Training Needs Analysis and Training Evaluation & Maximising Training ROI	110
Mastering Training Needs Analysis and Training Evaluation	109
Talent & Succession Management Masterclass	107
Compensation & Benefits Administrator	346
Preparing and Developing Training Specialist and Coordinators	435
Advanced Training Course: Compensation & Benefits Management	648
Electronic Recruitment	750
Advanced Payroll, Compensation & Benefits Management	820
The 5 Day MBA in HR	108
Strategic HRM & Talent Management	923
Creative Excellence in HR and Personnel Management	983
Basics of Human Resource Management	426
Recruitment, Selection, Benefits, and Compensation in HR Management.	882
Integrated Job Analysis, Evaluation, and Compensation Systems	988
Workplace Mediation and Conflict Resolution Skills	95



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The Manpower Planning Masterclass (Professional Manpower Planner)	100
Recruitment and Selection: Methodologies & Techniques	102
The Training Analyst	106
Understanding Human Performance	111
Leading Strategic HR Transformation	113
The Effective Human Resources Administrator	114
Measuring & Maximising Training ROI	116
Training Management & Organisational Learning for Oil & Gas Industries	263
Strategic HR Business Partner	678
Linking Training to Organisational Goals	348
HR Skills for HR Administrators	350
Managing the Training Function (Professional Training Manager)	429
Compensation Packages and Salary Structure	430
Manpower Organisation, Succession Planning & Trend Analysis	432
Train the Trainer: From Design to Delivery	434
The HRM & Training Programme	440
Recruitment Specialist	665
HR Business Partner	741
Strategic Change Management for HR Professionals	99
Human Resources KPIs	789
Payroll Management & Effective Payroll Controls	821
Payroll System Selection and Implementation	822
Strategic Education and Training for Academic and Institutional Partnerships	826
Criteria for Internal HR Policy Regulations	851



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Driving Performance through Talent & Succession Management	881
Organizational structure and Manpower Planning Professional	887
Public Policy Development	917
Strategic Talent Acquisition and Retention	934