Training Course:
Effective skills for HR Professionals

24 - 28 June 2024
Rome (Italy)

Training Course:
Effective skills for HR Professionals

Introduction

Human resources professionals in today's organizations are more than technical or subject matter experts. They are counselors, communicators, presenters, and problem solvers.

This Effective skills for HR Professionals training program is a logical continuation of the advancement and development made in our 'Interpersonal Skills for HR Professionals course. Although the training program will complement the competencies developed in the course.

Methodologies

The program uses a discussion-based approach in addressing the various topics covered combined with round table discussions, presentations, exercises, and role plays.

Training Objectives

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

- Explain the importance of Emotional Intelligence EI to HR professionals and apply simple techniques to develop their emotional quotients
- Deliver balanced and well-structured public speeches with ease and confidence after learning how to deal with public speaking anxiety and subduing its effects
- Describe the differences between influencing and persuading and use the best techniques in applying them in HR work-related situations
- Apply effective creative problem-solving techniques that will help them make the right decisions at work
- List the main differences between finance and accounting
- Use various budgeting techniques and apply them immediately in HR-related scenarios

Target Audience

Human resources professionals or those who are about to start a career in HR as administrators, officers, or specialists. The program is also beneficial for experienced officers and managers in HR who wish to update their knowledge and skills about the latest techniques in the various behavioral competencies.

Competencies

- Working with people
- Presenting and communicating
- Applying expertise and technology
- Planning and organizing
- Achieving goals and objectives
- Financial acumen
- Problem-solving

- Decision making

Course Content

Day1

Emotional intelligence EI: the base for honing HR professional competencies

- Definition of emotional intelligence
- Self-awareness and self-management
- The importance of EI for HR professionals
- Developing EI competencies
- Daily applications in the HR environment

Day 2

Public speeches and presentations

- Purpose and objectives, different types
- Structure of presentations
  - The three 's' rule
  - The skeleton of an effective speech
  - Powerful openings
  - Previews and transitions
  - Substance or key points
  - Reviews and closing
- Supporting your speech
- Public speaking anxiety and how to deal with it
- Style of presenting
  - Body positioning, hand movement, eye contact, dress, and appearance
  - Mannerisms, verbal tics, verbal variety, and pauses

Day 3

Persuasion and influencing

- Definition of persuasion and influencing
- Steven Covey's circle of influence and circle of concern
- HR application of persuasion and influencing
- The different techniques of influence and persuasion
- Use of techniques for different business and HR situations

Day 4

Creative problem-solving and decision making

- Scanning, analysis, responses, and assessment
- The problem-solving cycle
- Creative problem solving: methods and overcoming barriers
- Link between problem-solving and decision making
- The 6 step process to decision making

Day 5

Understanding accounting & finance

- Accounting versus finance
    - Accounting: recording and reporting
    - Finance: analysis and decision making
- Understanding financial statements
    - Income statements, balance sheets, and the cash flow statement
- Performance measurement
    - Trend analysis
    - Common size financial statements
- Techniques of operational budgeting
    - Importance of budgeting
    - Methods of budgeting
        - Incremental budgets
        - Zero-based budgeting
        - Participative budgeting
    - Budgets as a control mechanism

Registration form on the Training Course: Effective skills for HR Professionals

Training Course code: MA234808 From: 24 - 28 June 2024 Venue: Rome (Italy) - Training Course Fees: 5250 ⊡ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

☐ Please invoice my company

Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |