*Training Course:*
*The Oxford HRM & Training Programme*

*29 December 2025 - 9 January 2026*
*London (UK)*

# Training Course:
# The Oxford HRM & Training Programme

Training Course code: HR3014 From: 29 December 2025 - 9 January 2026 Venue: London (UK) - Training Course Fees: 9000  Euro

## Introduction

In today's tough global market, it is vital that HR and Training instigate the best practices and take advantage of recent innovations to really add value to the organization. During the seminar, you will find out not only what's new but also how innovative practices can be implemented and the way they will benefit your organization in either the public or private sectors.

This seminar will feature:

- Explanation of the main theories surrounding the development of effective HR

- The theories are then put into practice by the use of practical exercises

- Mixing theory and practice

- Practice using new techniques to transform any training activity

- Learn from practices in top companies that surpass Best Practice

- Gain a holistic view of the entire training function

The Oxford HRM and Training Programme is offered in two parts that complement each other:

MODULE I - Human Resources Development and Personnel Management

MODULE II - The Training Analyst

Each module is structured and can be taken as a stand-alone course; however, delegates will maximize their benefits by taking Module 1 and 2 back-to-back as a two-week seminar.

## Course Objectives of Oxford HRM & Training

Upon completion of the course, delegates will:

- Develop an understanding of human resources development and personnel management practices

- Develop awareness of the advantages of effective human resource management

- To develop an awareness of key HR and HRD strategies for improving organizational success

- Demonstrate trends and do efficiency analysis

- Set up and effectively measure any element of delivered training & be able to demonstrate training

efficiency

- Measure skills, knowledge, behavior, competency, style, self-belief, attitudes, and personality

## Training Methodology

The training methodology used is designed to encourage maximum participation by all delegates. The presenter will suggest ideas and theories to the delegates and then encourage them to test out the ideas through the use of discussion, small group work, exercises, and feedback. Case studies, DVDs, group exercises, and worked examples will all be used in a relaxed and enjoyable learning environment.

## Organizational Impact of Oxford HRM & Training

- Organizations using these techniques will get more for their training spend

- It provides an efficient audit trail

- It can provide a basis for how training is funded; punished or rewarded for its results

- Lower staff turnover and more effectiveness in selection and assessment

- More commitment from the workforce

## Personal Impact of Oxford HRM & Training

- You will find out how to analyze and evaluate - everything

- You will be able to use the latest techniques and models that are proven

- You will be able to produce hard data on training effectiveness and individual application

- You will know how to critically evaluate current HR practices

- You will be able to introduce an effective recruitment process

- You will understand how to get people to work more effectively

## Course Outlines of Oxford HRM & Training

Module I

Human Resources Development and Personnel Management

DAY 1

Introduction to HRM, HRD, and HRP

- Seminar introduction and objectives

- The context for HR

- Change management

- Human Resource Management V Personnel Management

- Human Resource Development HRD

- Human Resource Planning HRP

- Strategic HRM - the new HR Strategic Model

- Outsourcing

## DAY 2

### Resourcing & Recruitment

- The employment psychological contract

- Why do good people leave?

- The process approach to interviewing

- Induction, job descriptions and references

- Personality Questionnaires and forms of testing

- Methods of detecting when applicants don□t tell the truth

- The new recruitment process to avoid litigation

- The value of using assessment centers

## DAY 3

### Pay & Employee Reward

- Employee motivation

- Salary, bonuses & benefits

- Understanding competencies

- Competency-based Assessment

- Competency and performance-based pay

- Different structures - different pay and rewards

- Total pay concept

- Salary surveys

## DAY 4

## Training Learning & Development

- Career management

- Personal development

- Coaching

- Mentoring

- E-learning

- How flat organizational structures and empowered teams affect training and development

- Self Development

- 360-degree feedback as a development tool

## DAY 5

## Value for money from HR

- The new HR structure

- New roles within HR

- HR Business Partners

- Value of trend analysis and HRP

- Internal and External Frameworks

- Proving ROI on HR activities

- Review

## Module II

## The Training Analyst

## DAY 6

## The Added Value Role of Today□s Training Analyst

- What value does training offer - group exercise

- The need for training to produce measurable results

- It's vital to know who your customer is

- Establishing a training process that works and is auditable -the new schema

- Mastering training costs and budgets -group exercise

- Managing and being accountable for training expenditure

- Adding value through training activities - examples

- The role of the training analyst - presentations

## DAY 7

### How People Learn and Barriers To Learning

- Learning style and their impact on training courses

- How we can inexpensively measure learning style -demonstration

- Personality and its impact on training results -the big five explained

- What can training realistically achieve - case study and discussion

- Can you overcome learning difficulties?

- Critical times to get the best from training - more time in the classroom is not always the answer - demonstration

- Retention and its critical role in what we can remember

- Motivation factors in learning - what can we do differently?

## DAY 8

### Specifying and Constructing Training Properly

- What are learning outcome objectives and why do we need them?

- How to write learning outcome objectives - group exercise

- The documents needed for any training course -the critical documents

- Maximizing the use of visual aids and other aids

- How to calculate the  room size needed and the screen size

- Sound and its part in aiding learning

- The benefit of using specific training videos - examples

- Use of clipped video sequences - examples

## DAY 9

## Training Analysis - The Key Areas of Measurement

- Budget spent and the monitoring of costs

- Creating value from training -examples

- Understanding fully how competency frameworks work

- Setting standards for competency and measuring competency improvement

- What is performance - is it related to competency?

- Measuring improvements after training -how to do it

- Competence + performance = productivity

- Software needed to measure competence and performance - also automating TNA

## DAY 10

## Measuring and Reporting Training Results

- Formulas needed added value and unit costs

- Maximizing but controlling training activities

- The new leadership role of training

- Dealing with uncertainty during training

- Case studies showing training success

- Should training functions be profit centers

- What is the role of end-of-course questionnaires?

- Your actions when returning to work

# Registration form on the Training Course:
## The Oxford HRM & Training Programme

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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. |
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